

**BHARAT DYNAMICS LIMITED**  
**CORPORATE OFFICE**  
**GACHIBOWLI :: HYDERABAD**

Ref: BDL/04/C-HR/WFH-Attendance/2020

Dt:22.04.2020

**HUMAN RESOURCES**

**CIRCULAR**

**Sub: Certification of Attendance / Leave during Lockdown period -Reg**

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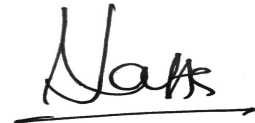
As per directives of DPE/MHA/MOD, as a preventive measure to contain spread of Covid-19, all Units / Offices are closed w.e.f. 23-03-2020. In the wake of the lock down declared by both State and Central Govt., the units have taken all the concerted efforts and adequate measures to contain spread of Covid-19 and deploying only essential services with skeletal staff and all other employees are allowed to work from home.

2. During closure period the certification of Attendance / Leave of employees (including '8' & '7' series), apprentices and MITs in all Units / Offices shall be done in the following manner

- i. The attendance of employees **rostered for duty** and attended Unit / Office physically shall be marked through regular online attendance system. Attendance Certification Officers (ACOs) shall ensure that payment of incentive is made as per scheme, only to such employees who punched in for a minimum duration of one hour. In case, the rostered employee has not reported to duty the attendance shall be marked **"Absent"**.
- ii. Cases where attendance is certified by ACOs during Lockdown period, without minimum one hour punch-in shall be nullified by ITD department and attendance for those days shall be re-certified by respective HRs as **"OD- No incentive"**.
- iii. Attendance of employees who are not rostered for duty shall be marked as **"OD- No incentive"** by respective HRs in the online system. In case of the Units/offices which are completely closed due to lockdown, all the employees would be deemed as **"OD- No incentive"** and ITD shall ensure certification of the same in the online system, except for the cases covered under para 3 below.
- iv. Employees on sanctioned leave prior to lockdown period and staying at headquarter but not rostered for duty or got stranded outside the headquarters during the lockdown period after expiry of sanctioned leave shall be deemed to be on **"OD- No incentive"** thereafter. Any overlapping of Paternity and Maternity leave with the lockdown period doesn't entail for additional leave of overlapped period post lockdown.
- v. Attendance of employees who proceeded on tour prior to lockdown and got stranded outside headquarter during the lock-down period shall be deemed as **"OD- No incentive"**.

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- vi. All employees who are marked as **“OD - No incentive”** should be available over mobile / telephone to discharge any official works over mail in case of any emergencies.
  - vii. Employees who have been directed to be on quarantine for specific period by the Management or by the State or Central Govt. Authorities shall be marked as on **“Special Leave”**. The duration of the special leave shall be decided by the Management, based on the prevailing medical conditions.
  - viii. The status of **“OD - No incentive”**, **“Special Leave”** shall be treated as **“Present”** for the purpose of calculation of salary and physical attendance for other purposes (viz., DPC, PRP, PLAI etc) as per the rules of the company.
  - ix. The attendance of apprentices and MITs rostered for duty and attended Unit / Office physically shall be marked through regular certification procedure. Apprentices, MITs who are not rostered for duty shall be deemed as **“OD”** and ITD/HR shall certify the same as per the prevailing procedure.
3. Unit HR shall verify the cases of Hospitalisation, long absenteeism and disciplinary cases, if any, during the Lockdown period and shall certify the leave / absence accordingly. The same shall be forwarded to Payroll section for payment of salary accordingly.
4. The Contract Labour shall be deemed to be on duty during lockdown period and shall be paid full wages.
5. This issues with approval of Competent Authority.



(SYED RAFFE)  
General Manager (HR)

**Distribution**

- All EDs / Unit Heads / GMs / HoDs
- All Unit HR Heads / Unit Finance Heads / CPRD
- Officers Association/Recognised Union
- All concerned through BDL website

**Copy for kind information of:**

- D(F) / D(T) / D(P) / CVO
- EA to CMD - for kind information of CMD