

भारत डायनामिक्स लिमिटेड BHARAT DYNAMICS LIMITED

निगम कार्यालय CORPORATE OFFICE

गच्छी बाउली GACHIBOWLI :: हैदराबाद HYDERABAD

संदर्भ Ref: बीडीएलBDL/04/C-HR नि.-मा.सं.C-HR/2021

दिनांक Date: 12.04.2021

**मानव संसाधन
HUMAN RESOURCES**

परिपत्र CIRCULAR

Sub: Measures to control the spread of COVID - Reg.

In continuation to Circular Ref: BDL/04/C-HR/2021, dated 23.02.2021 and keeping in view of rapid increase in COVID cases all employees are hereby once again advised to adhere the following COVID-19 protocol:

- i) Wearing face masks at all times.
- ii) Maintaining 06 feet distance in common places as far as possible
- iii) Frequent hand wash with soap (for at least 40-60 seconds) even when the hands are not visibly dirty or use of alcohol based hand sanitizers (for at least 20 seconds).
- iv) Respiratory etiquettes to be strictly followed.
- v) Moving in groups to be strictly avoided.

2. In spite of our repeated appeal through Circulars to employees, it is observed that certain section of employees are still moving in groups and standing at various places (including at canteen) and not wearing facemasks properly. These kind of activities will cause threat to the fellow employees, leading to the spread of Covid-19 virus. Further, it is to mention that employee movements will be monitored through CCTV surveillance. Employees who are not following COVID protocol norms will be identified and suitable action as deemed fit will be initiated against such employees.

3. It is once again requested all employees to be united to fight the re-spread and Safeguard the Organisation.

"LET US STAND UNITED AND FIGHT AGAINST COVID-19"

"THINK OF FAMILY AND THINK OF OTHERS"


(A Sathesh Chakravathi)
DGM, C-HR (TA&OD)

Distribution

- All Concerned
- Officers Association/ Recognized Union

Copy for information to:

- D (T), D (P), D (F), CVO
- EA to CMD – for information of CMD