

BHARAT DYNAMICS LIMITED
CORPORATE OFFICE
GACHIBOWLI, HYDERABAD

Ref: BDL/C-HR/2021

Date: 03.05.2021

CIRCULAR

Sub: Preventive measures to contain the spread of Covid-19 – Reg.,

In view of the sudden surge of Covid-19 cases in the country, substitute holidays have been declared from 26.04.2021 to 30.04.2021. The number of Covid-19 positive cases in the last few days continues to be alarming. All Units/Offices shall ensure appropriate COVID protocols.

2. In order to ensure social distancing at all times, the shift timings are re-scheduled and following arrangement is made for Units and Offices of BDL, which will be effective from 05.05.2021.

	Timings
1 st shift	07.00 AM to 13.00 PM
2 nd shift	13.30 PM to 19.30 PM
General shift	09.00 AM to 16.00 PM

3. Unit Heads/Divisional Heads/Functional Heads to roster employees ensuring that not more than 50% employees will be attending in each shift keeping in view COVID norms and also ensuring that department work/production is not affected. All HoDs will attend in General shift.

4. Liaison Office (Delhi) and employees working in various projects at DRDO Labs including Badamafi will be working in general shift timings. However, concerned Unit Head/Divisional Head will ensure their attendance in such a way that production/work will not get hampered.

5. For the purpose of Incentive calculation, SMH output, NAH and Work Order Booking will be done based on physical attendance at Workplace only.

6. This arrangement will not be applicable for employees working in essential services.

7. Engagement of Apprentices is temporarily discontinued. They are advised not to leave the station and not to venture out of residence unless essential.

8. Canteen services will be discontinued for the time being. Unit HR shall take necessary action to arrange tea at work spot.

Contd...Pg02

9. This modification of shift timings is done keeping in mind the safety of all employees in the ongoing pandemic situation. The Unit Heads, Union, Associations and all employees must ensure that meeting the production targets is always kept paramount and the rearrangement of shift timings never hampers the achievement of target.

10. This will be effective from 05.05.2021 and shall continue till further orders.

All are requested to cooperate.



(SYED RAFFE)
GENERAL MANAGER (HR)

Distribution:

All Unit Heads/EDs/Divisional Heads/GMs

All Unit HR Heads

Officers' assn/ Recognized Union

All concerned through Website/ Notice Boards

Copy to:

D (T)/ D (P)/ D (F) CVO - for information please

EA to CMD- for information to CMD