

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

CORPORATE  
(HUMAN RESOURCES)

Ref: BDL/04/C-HR/ 2020

Dt: 19.05.2020

CIRCULAR

Sub: Resumption of Work post Lockdown due to COVID -19- Reg.

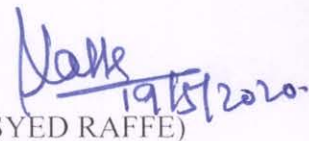
- Ref: i. Circular even no. Dated: 22-03-2020, 23-03-2020, 28-03-2020, 08-04-2020, 14-04-2020, 16-04-2020, 01-05-2020 and dated: 02-05-2020, & 03-05-2020.
- ii. MHA, GoI Order no. 40-3/2020-DM-I(A) dated: 15-04-2020, 01-05-2020 and 17-05-2020
- iii. MoD, GoI Lr. No. 5(2)/2019-D(Coord/DDP) dated: 15-04-2020 and email dated: 02-05-2020.

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In pursuance of Govt. directives for prevention of spread of COVID -19, all Units/Offices were closed w.e.f. 23.03.2020 and resumed work after relaxation of certain lockdown conditions by Central Govt. w.e.f. 04.05.2020.

2. Till now the Units/Offices are functioning by adhering to Central Govt. guidelines up to 33% work force at any given point of time.
3. During the lockdown 4.0 w.e.f. 18.05.2020 many relaxations are given by both Central and State Governments but there is a restriction of Central Govt. maintaining 50% manpower strength during shifts/office time. Further, social distancing norms must be ensured by working in staggered/ multiple shifts.
4. In view of above, Units/Offices shall operate as under, effective from 20.05.2020.
  - a) BU shall operate with full strength in multiple shifts by maintaining social distancing norms.
  - b) Other units/offices shall work with up to 50% strength attending in alternate days and maintaining social distance norms.
  - c) The employees shall use own transport in case of lack of transport arrangement by company.
  - d) Only in exceptional cases "work from home" may be permitted.
5. All employees to attend as per the scheduled rosters/time as notified by the units.
6. Other guidelines and precautions to be adhere scrupulously as notified to earlier.

This issues with the approval of competent authority.

  
19/5/2020

(SYED RAFFE)

GENERAL MANAGER (HR)

Copy to:

All EDs/Units Heads/GMs/HoDs

All Unit HR Heads

Officer's Association / Recognised Union

All concerned through BDL website / Notice Boards

CC To:

D(F)/D(T)/D(P)/CVO – for kind information please.

EA to CMD – for information of CMD