

BHARAT DYNAMICS LIMITED  
CORPORATE OFFICE  
GACHIBOWLI, HYDERABAD

CIRCULAR

Ref: BDL/04/C-HR/2020

Date: 30-05-2020

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

Ref: (i) Circulars of even no. dated: 22-03-2020, 23-03-2020, 28-03-2020, 08-04-2020, 14-04-2020, 16-04-2020, 01-05-2020, 02-05-2020, 03-05-2020 & 19-05-2020.  
(ii) MHA, GoI Order No. 40-3/2020-DM-I(A) dated: 30-05-2020.

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1. In continuation to circulars cited in reference (i) and in pursuance of MHA, GoI Order cited in reference (ii), it is decided that effective from **03-06-2020**, all Units/Offices shall operate with full strength on all working days in shifts as required with staggered timings ensuring social distancing norms at entry/exit gates, workplace, canteen etc. It shall also be necessary to ensure that the working hours is so arranged that inclusive of the interval of rest, it shall be of eight hours and forty-five minutes in KBU, BU & VU; nine hours in Badamafi Project; eight hours and thirty minutes for Corporate Office & Liaison Office. The rest interval shall also be in a staggered manner maintaining statutory norms.

2. The Units/Division Heads shall plan the work timings and make necessary arrangement for transport and canteen following Government guidelines. However, the employees shall use own transport, if the same is not arranged by Company.

3. All employees are required to attend duty as per the schedule timings notified by respective Unit / Office. However, employees residing in Containment Zones shall continue to work from home till the area remains so.

4. Other guidelines for preventing spread of COVID-19 as notified earlier, shall be adhered to scrupulously.

This issues with approval of Competent Authority.



(SYED RAFFE)  
GENERAL MANAGER (HR)

To

- i. All Unit Heads / EDs / Division Heads / GMs / Unit HR Heads
- ii. Officers' Association / Recognised Union
- iii. Notice Boards / Website / Intranet

Copy for information to:

CVO, D(P), D(T), D(F)

EA to CMD (For kind information of CMD)