



भारत डायनामिक्स लिमिटेड
गञ्जीवाऊली :: हैदराबाद
निगमित - मानव संसाधन

BHARAT DYNAMICS LIMITED
GACHIBOWLI :: HYDERABAD
CORPORATE - HR

Ref: BDL/04/ C- HR/2021

दि .Date: 11-05-2021

CIRCULAR

विषय Sub: Temporary Suspension of Work –Reg.

1. Considering the sudden surge of Covid-19 positive cases in the country and Lockdown announced by Government of Telangana, it has been decided by the Management to temporarily suspend the normal functioning of the Unit/ Offices in **TELANGANA** on 12.05.2021 and 13.05.2021.
2. These two days of suspension of work would be compensated by working on Holidays/ Sundays/ by working additional hours within this financial year. The compensatory working days will be notified in due course of time once the situation is normalized.
3. All employees deployed in essential services and other skeleton staff is required to attend duty as per normal shift timings/ working hours as decided by the concerned Divisional Heads.
4. In order to contain the spread of Covid, it is strongly advised that all the Employees and their families should strictly adhere to applicable Covid related guidelines/ advisory issued by the Government Authorities and Unit Management from time to time.
5. Employees are also strictly advised to Stay at Home, not to venture out of home, do not leave home station/ headquarters in order to break the chain of the spread of the Corona virus. If any Employee in case of any pressing circumstances or extreme conditions or requirements wants to leave home/ station/ headquarters, he/she need to take prior approval of their Divisional Heads in writing on Mail or any other media.
6. All are hereby advised to follow the above guidelines in letter & spirit and help contain the spread of this deadly virus keeping in view of the safety of self, colleagues, family members, society and nation at large.

“LET US STAND UNITED AND FIGHT AGAINST COVID-19”

“THINK OF FAMILY AND THINK OF OTHERS”

Nam
11/5/2021

(SYED RAFFE)

GENERAL MANAGER- HR

To,

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.