

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

CIRCULAR

Ref: BDL/04/C-HR/2020

Date: 21-05-2020

Sub: Regulation of Attendance for 'Work from Home' / 'Absence from workplace' due to COVID-19 – Clarifications – Reg.,

Ref: Corporate Office Circulars of even no. dated: 22-03-2020, 23-03-2020, 28-03-2020, 14-04-2020, 22-04-2020, 03-05-2020.

Further to the Circulars cited in reference on closure of the Company to prevent spread of COVID - 19 and subsequent resumption of work in all Units / Offices in compliance with the guidelines issued by Ministry of Home Affairs from time to time, various queries has been received with regard to treatment of absence period due to various reasons connected with Covid-19.

The issue regarding absence of employees from work places due to COVID-19 has been examined and it has been decided to regulate the same in following manner -

S.no.	Situation	Policy Decision	Remarks
1	Employees who proceeded away from workplace on sanctioned leave before lockdown and are unable to return to their respective workplaces after expiry of the leave period.	Such employees may be permitted 'Work from home', after the sanctioned leave is over till end of lockdown at respective places. However, physical attendance linked incentive will not be admissible for the said period.	The employee shall submit an application to Unit HR through proper channel giving details of the circumstances for which he is unable to join duty and efforts made by him to return to his workplace. No post facto sanction of leave for the period prior to start of lock down shall be permitted.
2	Employees, who went away from station on weekly holiday before lockdown and are unable to return to their respective workplaces at the end of weekly holiday.	Such employees may be permitted 'Work from home' till end of lockdown at respective places. However, physical attendance linked incentive will not be admissible for the said period.	The employee shall submit an application to Unit HR through proper channel giving details of the circumstances for which he is unable to join duty and efforts made by him to return to his workplace.

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3	Employees who were on tour / official duty at outstation and could not return to place of posting due to lock down.	The period shall be treated as extended tour. However, physical attendance linked incentive will not be admissible for the said period.	Approval of Unit Head shall be required
4	Employees who have been asked to go under Home Quarantine / Self Quarantine by the Govt. authorities to prevent spread of COVID-19 or hospitalised on account being infected with COVID-19.	Such employees may be sanctioned Quarantine Leave / Special Leave for the period of quarantine / hospitalisation. However, physical attendance linked incentive will not be admissible for the said period.	The employee shall submit an application to Unit HR through proper channel giving all required details.
5	Employees who left the place of posting without permission at the start of lockdown period / during lockdown period and are unable to return to their respective workplaces.	Not eligible either for 'Work from Home' or for 'Special Leave'.	No post facto permission to leave place of posting, shall be accorded.
6	Employees absenting unauthorisedly prior to the date of lockdown.	Not eligible either for 'Work from Home' or for 'Special Leave'.	No post facto sanction of leave shall be allowed.

This issues with the approval of competent authority.


(SYED RAFFE)

GENERAL MANAGER (HR)

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ii) All Unit HR Heads
iii) Officers Association / Recognised Union
iv) All concerned through BDL website / Notice Boards

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i) D(F) / D(T) / D(P) / CVO
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