

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

Ref: BDL/04/C-HR/2020

Date: 30-06-2020

CIRCULAR

Sub: Working Procedure modifications to prevent spread of COVID-19 – Reg.,

1. It is observed that COVID – 19 cases are accelerating in GHMC area and in various other parts of the country. This situation is adversely affecting the industrial activities in particular and the economy in general. The need of the hour is to ensure the situation is kept under control without hampering the functioning of the organisation.
2. In order to ensure functioning of the Organisation and simultaneously preserve the Human Resources in this pandemic situation, it is necessary to optimise the presence of employees in office / workplace at any given point of time while allowing others to work from Home. In this regard the Unit / Division Heads shall roster the employees (Executives and Non-Executives) in shifts or on alternate days so that the manpower at office / workplace is restricted to optimum level as per requirement. Following modified work procedure shall be adopted:

Sl. No	Unit	Modified Working Procedure
1	BU	Work in two shifts of 6 hours each with 50% strength in each shift
2	KBU	As per roster prepared by Division/ Unit Head
3	IBU	Badamafi project - Work in two staggered shifts of 8 hours each with 50% strength in each shift. Other projects (B-05 and Ibrahimpatnam projects) will work with alternate day rostering (50% attending office and 50% work from Home).
4	VU	Normal working procedure to continue
5	LO	Rostering with 33% attending office and rest work from Home
6	CO	Alternate day rostering (50% attending office and 50% work from Home)

Note: The restriction on manpower attending office is flexible and may be altered by Unit / Division / Department Heads as per requirement.

4. While preparing the roster, Unit Heads / Division Heads shall keep in mind the work exigencies and ensure that departmental work is not hampered. Employees residing in containment area shall be permitted to work from Home. Further, pregnant women employees, women employees having children upto 2 years, employees with physical disabilities and employees with comorbidities (undergoing treatment for cancer, kidney ailments, asthma, hypertension, diabetes or undergone major surgery during last two months) may be encouraged



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to work from home as far as possible. All such employees on work from home shall be available over phone/ electronic media and shall not leave their station. They shall attend office whenever called for by Department / Division Head in case their presence is necessary in office.

5. The modified work procedure in various Units / Offices shall be reviewed from time to time based on practical situation on ground as well as Govt. directives.

6. This has the approval of Competent Authority and shall be effective immediately till further orders.



(SYED RAFFE)
GENERAL MANAGER (HR)

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