

BHARAT DYNAMICS LIMITED
CORPORATE OFFICE
GACHIBOWLI, HYDERABAD
CIRCULAR

Ref: BDL/04/C-HR/2020

Date: 03-05-2020

Sub: Resumption of work with effect from 04th May 2020 - 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 and IDN dated: 02-05-2020.
- ii. MHA, GoI Order no. 40-3/2020-DM-I(A) dated: 15-04-2020, 01-05-2020.
- iii. MoD, GoI Lr. No. 5(2)/2019-D(Coord/DDP) dated: 15-04-2020 and email dated: 02-05-2020.

1. This has reference to the circulars cited in reference (i) regarding the preventive measures to contain spread of COVID-19 and regarding procedure for work resumption after lockdown, the Consolidated Revised Guidelines & New Guidelines issued by MHA, GoI cited in reference (ii) and the directives of MoD, GoI cited in reference (iii) to take action as per guidelines.
2. In line with para 10 of New Guidelines issued by MHA, GoI, Kanchanbagh Unit, Vishakhapatnam Unit, Ibrahimpatnam Unit, Liaison Office and Corporate Office were directed to approach local authorities for intimating the resumption of work w.e.f. 04-05-2020 adhering to the guidelines of MHA, GoI, issued vide order dated 01-05-2020. Bhanur Unit and Badamafi Project has already obtained permission from the local authorities to resume work as per the earlier Consolidated Revised Guidelines of MHA, GoI.

3. Accordingly, all Units / Offices shall start work w.e.f. 04-05-2020 adhering to the precautionary norms for preventing spread of COVID-19 prescribed by MHA, GoI and implementing the Standard Operating Procedures / Directives given for resumption of work vide Circulars dated: 16-04-2020 and 01-05-2020.
4. In pursuant to the guidelines of MHA - GoI, the Unit Heads / HODs in all Units / Offices shall operate with manpower restricted to 33% of total strength, with the remaining persons working from home. The employees required for Accounts Closure and WIP / Stock verification shall attend works compulsorily and shall be accommodated within the stipulated 33% of total strength.
5. Unit Heads / HoDs shall deploy manpower in a manner which will ensure completion of targets and attending to important assignments within stipulated time.
6. Following category of employees (including contract manpower) may be encouraged to 'Work from Home' to the maximum extent possible:
 - i) Those with health issues with heart problem, respiratory problem, cancer, kidney problem etc.
 - ii) Those above 55 years with diabetes, hypertension.
 - iii) Pregnant women employees.
 - iv) Women employees having children up to 6 years of age (who are utilising crèche facility).
 - v) Physically challenged.
 - vi) Those who have undergone major surgery during last two months i.e., in February / March 2020.
 - vii) Those residing in a containment area earmarked by Govt. authorities w.r.t. COVID-19.
7. On resumption all Employees including Contract labour, Apprentices and Trainees shall submit declaration giving their travel and health details for the lockdown period in prescribed proforma given vide Circular dated: 01-05-2020.

8. In addition to above, use of *Arogya Setu* App shall be mandatory for all employees including Contract labour, Apprentices and Trainees. Unit HR Heads shall ensure 100% coverage of this App.
9. All employees shall make their own transport arrangement till further order in this regard.
10. Those who shall work from Home are required to be available on phone and attend office if required.
11. Violation of lockdown measures will attract penal action from appropriate authorities.

This issues with approval of Competent Authority.



(SYED RAFFE)

GENERAL MANAGER (HR)

Distribution:

- i) All EDs / Unit Heads / GMs / HoDs
- ii) All Unit HR Heads
- iii) Officers Association / Recognised Union
- iv) All concerned through BDL website / Notice Boards

Copy for kind information of:

- i) D(F) / D(T) / D(P) / CVO
- ii) EA to CMD - for kind information of CMD