

BHARAT DYNAMICS LIMITED

CORPORATE OFFICE

GACHIBOWLI, HYDERABAD

Ref: BDL/04/C-HR/2020

Date: 23-03-2020

Sub: Preventive measures to contain the spread of COVID - 19 Reg.,

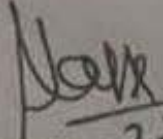
Ref: i) DoPT OM No. 11013/9/2014-Estt-(A-III), dated: 22-03-2020

ii) DPE OM No. 10037/2014-GM-FTS-1867, dated: 22-03-2020

iii) Circular of even no. dated: 22-03-2020

Further to OM's and Circular referred above, the following directives are hereby issued for further compliance of all Units /Offices.

1. The Units/offices shall operate only essential services with immediate effect till 31st March 2020. Accordingly, all Unit Heads, Division Heads, Department Heads may draw up a roster of staff (executives, non-executives, contractual etc.) who are required to render essential services within each Unit / Office (keeping in view the work / production exigencies). In other words, the Units / Offices should function with skeletal employees.
2. Only employees (executives and non-executives) who are required to perform the essential duties shall be asked to attend office.
3. Other employees (executives and non-executives) shall work from Home and shall be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
4. Instructions / orders issued by the State Govt. /District Administration to prevent spread of COVID-19 shall have to be complied with.
4. All the Units / Offices are requested to send compliance report on above instructions.


23/3/2020
(SYED RAFFE)

GENERAL MANAGER (C-HR)

STANDARD DISTRIBUTION