

**BAHARAT DYNAMICS LIMITED**  
**GACHIBOWLI :: HYDERABAD**  
**CORPORATE - HUMAN RESOURCES**

**Ref: BDL/04/C-HR/2020**

**Date: 24 June 2020**

**CIRCULAR**

Sub : Preventive Measure to contain spread of COVID-19 - Reg

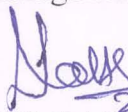
Ref : Circulars of even no. 22.05.2020, 10.06.2020 and 22.06.2020

Few cases of COVID-19 are reported in the Organisation. Even after continuous instructions/advises, it is noticed that Employees are not adhering to the issued guidelines and moving in groups in various places in the Units/Offices without maintaining social distance which is worsening the situation.

2. The need of the hour is to ensure the situation is under **CONTROL**. This is possible only when employees stop gathering and moving in groups and maintain social distancing at all times and also think all of us as one family, understand and cooperate with each other.

3. Further, all inter-Unit/Corporate Office movements shall be strictly avoided. Even within the Units/Office, not more than two employees shall meet any higher authority at any point of time that too if it is unavoidable.

4. All employees are advised to strictly adhere to the above guidelines in the interest of Self, Family, Organisation & Society and cooperate with the Management.

  
24.6/2020  
(SYED RAFFE)

**GENERAL MANAGER (HR)**

**Distribution**

- All EDs/Unit Heads/GMs/HoDs
- Officers Association/Recognised Union
- All concerned

**Copy for kind information of:**

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

**“AVIOD COVID-19 – BUT NOT COVID PATIENT”**

**“THINK OF FAMILY-THINK OF OTHERS”**