

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.

The Corporate Office shall resume work w.e.f. 04-05-2020. There is no change in the working hours or days of working. However, there will be flexibility upto 30 minutes during punch-in and punch-out.

2. As per directives, 33% of total strength is required to attend office and rest of the employees shall work from home.
3. Accordingly, all executives in Grade-V & above (ie., Senior Managers & above), other executives & non-executives required for Accounts Closure and WIP / Stock verification and Drivers shall attend office and the rest shall work from home.
4. Those attending office shall make their own transport arrangement for commuting to office.
5. Those attending office are advised to carry their own lunch as the cafeteria service remains suspended till further orders.
6. Those attending office are advised to come with face mask and strictly follow the social distancing norms, cough etiquettes etc. while in office, which have already been notified earlier.
7. All are advised to mandatorily download 'Aarogyasetu App' and check for 'Safe' or 'Low risk' status before starting for office.
8. Anybody developing any symptoms of cough / cold / fever etc. are advised not to come to office and inform the same to HoD / DGM (HR-Admn.).
9. Those who shall work from Home are required to be available on phone and attend office if required.

This is issues with approval of Competent Authority.



(SYED RAFFE)
GENERAL MANAGER (HR)

- To: i) All EDs / Unit Heads / GMs / HoDs
ii) Officers Association / Recognised Union / All concerned through BDL website

Copy for kind information of:

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