

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

**CORPORATE
(HUMAN RESOURCES)**

Ref: BDL/04/C-HR/2020

Date: 18-05-2020

CIRCULAR

Sub: Donation of one-day salary to PM Cares Fund – Reg.
Ref: DDP O.M.No.5(2)2019-D(coord/DDP)Vol.I dated 11.05.2020.

1. DDP vide O.M. referred above has proposed that all employees of Ministry of Defence (MOD), Armed Forces, Attached offices, Defence PSUs and other organizations may voluntarily contribute one-day's salary every month from May 2020 to March 2021 to the Prime Minister Citizens Assistance and Relief in Emergency Situation (PM Cares) Fund.
2. Further, it is mentioned in the O.M. that any officer or staff willing to contribute one day's salary for any or all of the months from May 2020 to March 2021 may intimate their willingness to their respective drawing and disbursing officers (DDOs) in writing mentioning his/her employee code.
3. In view of the above employees who are willing to contribute their one day salary for any or all of the months from May 2020 to March 2021 may intimate their willingness by submitting option form as per the enclosed format by 20.05.2020 to CPRD through their unit HRs.

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 Board

Copy for kind information of:

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

Option Form

To
DGM (Fin)-CPRD,
BDL KBU.
Dear Sir,

Sub: Contribution of one day's salary – reg.

I am happy to contribute my one day's salary amount to Prime Minister Citizens Assistance and Relief in Emergency Situation (PM Cares) Fund for the following months commencing from May -2020 salary.

May - 2020

June - 2020

July - 2020

Aug. - 2020

Sep. - 2020

Oct - 2020

Nov - 2020

Dec - 2020

Jan - 2021

Feb - 2021

Mar. - 2021

(* Please tick on appropriate months.)

Hence I request you to deduct my one day salary amount accordingly.

(Signature)

Name:

St.No.:

Designation:

Division:

✓