

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

**CORPORATE
(HUMAN RESOURCES)**

Ref: BDL/04/C-HR/ 2020

Dt: 19.05.2020

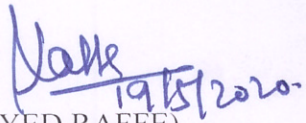
CIRCULAR

Sub: Resumption of Work post Lockdown due to COVID –19- Reg.

- Ref: i. Circular 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 dated: 02-05-2020, & 03-05-2020.
- ii. MHA, GoI Order no. 40-3/2020-DM-I(A) dated: 15-04-2020, 01-05-2020 and 17-05-2020
- iii. MoD, GoI Lr. No. 5(2)/2019-D(Coord/DDP) dated: 15-04-2020 and email dated: 02-05-2020.

In pursuance of Govt. directives for prevention of spread of COVID -19, all Units/Offices were closed w.e.f. 23.03.2020 and resumed work after relaxation of certain lockdown conditions by Central Govt. w.e.f. 04.05.2020.

2. Till now the Units/Offices are functioning by adhering to Central Govt. guidelines up to 33% work force at any given point of time.
 3. During the lockdown 4.0 w.e.f. 18.05.2020 many relaxations are given by both Central and State Governments but there is a restriction of Central Govt. maintaining 50% manpower strength during shifts/office time. Further, social distancing norms must be ensured by working in staggered/ multiple shifts.
 4. In view of above, Units/Offices shall operate as under, effective from 20.05.2020.
 - a) BU shall operate with full strength in multiple shifts by maintaining social distancing norms.
 - b) Other units/offices shall work with up to 50% strength attending in alternate days and maintaining social distance norms.
 - c) The employees shall use own transport in case of lack of transport arrangement by company.
 - d) Only in exceptional cases "work from home" may be permitted.
 5. All employees to attended as per the scheduled roasters/time as notified by the units.
 6. Other guidelines and precautions to be adhere scrupulously as notified to earlier.
- This issues with the approval of competent authority.


19/5/2020

(SYED RAFFE)
GENERAL MANAGER (HR)

Copy to:
All EDs/Units Heads/GMs/HoDs
All Unit HR Heads
Officer's Association / Recognised Union
All concerned through BDL website / Notice Boards
CC To:
D(F)/D(T)/D(P)/CVO – for kind information please.
EA to CMD – for information of CMD