

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

**CORPORATE
(HUMAN RESOURCES)**

Ref: BDL/04/C-HR/ 2020

Dt: 02.06.2020

CIRCULAR

Sub: Resumption of Work with 100% utilization of Manpower w.e.f. 03.06.2020 post lockdown due to COVID-19 – Reg.

**Ref: i) Circulars of even number dated 22.03.2020,23.03.2020,28.03.2020,08.04.2020, 14.04.2020, 16.04.2020, 01.05.2020, 02.05.2020, 03.05.2020,19.05.2020 and 30.05.2020.
ii) MHA, GoI Order No. 40-03/2020-DM-(IA) dated 30.05.2020.**

In Continuation to circulars cited above, Corporate Office shall operate with full strength on all working days w.e.f. 03.06.2020 as per normal working hours (i.e. 9:00 am to 05:30 pm) by ensuring social distancing norms at entry/exit, work place, lifts and canteen.

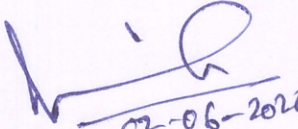
2. In order to maintain social distancing norms the existing vehicle routes are re-routed. Employees shall be informed accordingly.

3. Employees are requested to have their lunch in staggered timings as detailed below:

Sl.No	Floor	Timing
1	I st & II nd	12:30 – 01:15
2	III rd & IV th	01:20 – 02:15

4. Other guidelines for preventing spread of COVID-19 as notified earlier should be adhered scrupulously.

This issues with approval of the Competent Authority.


02-06-2020
(BIPLAB SINHA)
DGM (C-HR)- Policy & Legal

To

- i. All Unit Heads / EDs / Divisional Heads / GMs / Unit HR Heads
- ii. Officer's Association / Recognised Union
- iii. Notice Boards / Website / Intranet

Copy for information to:

CVO, D(P), D(T), D(F)
EA to CMD (For kind information of CMD)