



भारत डायनामिक्स लिमिटेड
गञ्जीवाऊली :: हैदराबाद
निगमित - मानव संसाधन

BHARAT DYNAMICS LIMITED
GACHIBOWLI :: HYDERABAD
CORPORATE - HR

Ref: BDL/04/ C- HR/2021

दि .Date: 23-04-2021

CIRCULAR

विषय Sub: Preventive Measures to contain the spread of Covid-19
- Substitution Holidays –Reg.

1. In view of sudden surge in the number of COVID -19 cases in the Country and also among employees and their family members and on the request of BDEU (CITU), the management has reviewed the control measures to contain the spread of COVID-19 and it is decided to declare holidays from 26.04.2021 to 30.04.2021 (05 days). In lieu of the holidays, employees will work on 1st & 3rd Saturdays in the months of August (7th & 21st), September (4th & 18th) & November (6th).
2. The employees as per the work requirements based on the instructions of Unit Head/Functional/Divisional Head has to attend office to complete the task. Unit Heads to ensure that the important tasks should not be delayed or postponed due to this arrangement.
3. During the period of holidays, employees shall not leave the station and be available on telephone & electronic media at all times, attend the office in case of exigencies of work during the said period.
4. Further, the employees are requested to curtail unwanted movements during these holidays.
5. Other instructions issued vide earlier Circulars Ref: BDL/04/C-HR/2020 dtd: 23.03.2020 with respect to functioning of Essential services remain unaltered.

“LET US STAND UNITED AND FIGHT AGAINST COVID-19”

“THINK OF FAMILY AND THINK OF OTHERS”

(Syed Raffe)

General Manager (HR)

To,
All Unit Heads/EDs/Divisional Heads/GMs
All Unit HR Heads
Officers' assn/ Recognized Union
All concerned through Website/ Notice Boards

Copy to:
CVO/D (P)/D (T)/D (F) – for information please.
EA to CMD- for information to CMD.