

CIRCULAR NO. 11/2020

Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - regarding


As per the directives received from Government of India to all Ministries/Departments, in order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the DAE employees and the residents of the DAE Townships, Kalpakkam. In this regard, it has been decided to issue the following advisory for the well-being of Employees and residents of the DAE Townships.

All the employees and residents of DAE Townships, Kalpakkam are advised to follow the guidelines as given below:

1. It is requested to avoid social gatherings and functions where large numbers of people assemble, unless it is absolutely necessary. Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
2. AECS-2 Gate (Gate No.1) SBI Gate (Gate No.15) and 8th Avenue Gate (Gate No.16) shall be closed in addition to the closure of gates as circulated earlier for vehicular movements 24x7 until further orders.
3. Thermal scanning will be carried out at all vehicle entry gates and DAE Hospital.
4. All non-residents shall be allowed inside the township only after thermal scanning. All wicket gates can be used for Exit. Entry through the designated gates for vehicle entry into the residential area by employees, residents and non-residents shall be only with valid Identity proof like Aadhar card CHSS card and any pass issued by GSO. Else they may enter through vehicle entry gate only after making necessary entries at the gate and thermal scanning.
5. Facility of sanitizing every Departmental/Department hired bus and Light Motor Vehicles (LMVs) shall be arranged by GSO/IGCAR/BARCF/MAPS/BHAVINI.
6. All Complaints Registers at GSO are being discontinued till further orders. Complaints shall henceforth be registered only through online website <http://gcms> and email. For electrical: elecats@igcar.gov.in / electkts@igcar.gov.in For civil civilkts@igcar.gov.in / civilats@igcar.gov.in.
7. Residents to intimate absence of colleagues/neighbours who are returning from out station/abroad to Estate Officer via email at eogso@igcar.gov.in / respective Unit Head.
8. Avoid non-essential official/personal travel out of the township.

9. All are requested to self quarantine if any symptoms like fever or flu, cold cough etc. Necessary medical certificates shall be obtained from DAE Hospital. They may return to duty only on obtaining the medical fitness certificate of the DAE Hospital Kalpakkam. The Leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine.
10. Those who are leaving the station/Head quarters shall intimate their absence to the Reporting officer.
11. JRFs/SRFs, TSOs, Cat-I & II trainees leaving DAE townships need not return to DAE townships till 1st of April, 2020 or until further orders.
12. Thermal scanners will be provided at all Hostels and Guest Houses of the Township. Any outstation guests who visit Hostel/Guest Houses shall be subjected to thermal scanning.
13. All the bookings of Multi-Purpose Hall /Ladies Mess Block upto 15th of April, 2020 shall be deemed to be cancelled. However, if any Wedding function booked in advance may be held as scheduled. New permission will not be granted until further orders.
14. No party booking shall be entertained in any of the Hostels/Guest Houses.
15. All crèches of the Township shall be closed until further orders.
16. Contract labourers engaged in construction work shall be isolated and their entry/exit shall be only through the designated gate.
17. Ensure proper personal hygiene and physical distancing. Proper sanitation of the work place and residential area should be maintained. Guidelines from Medical Division is attached (Annexure-1).
18. GSO canteen shall not be available for outsiders until further orders. Gathering in the GSO Canteen should be restricted to not more than 10 people at a time.

All are requested to co-operate in public interest.


18/3/2020
(Arun Kumar Bhaduri)
Director, GSO &
Chairman, KMC

ALL NOTICE BOARDS in IGCAR, BARCF, MAPS, GSO & DPS

Copy to:

Director (P & A), IGCAR
CAO, BARCF, Kalpakkam./ Sr. Manager (HR), MAPS.
AO-III (Admn), GSO / Stores Officer, DPS, Kalpakkam
Sr. Commandant, CISF
Principal, KV-1 / KV-2 / AECS-1 / AECS-2 / AECS-3
DAE Guest House / SRI Guest House.
JUNIOR / LADIES / SENIOR / OFFICERS HOSTELS.
All Service Associations (AEEA, GSOEA, BARCFEA, DPSEA, AARCO, AEDAK).
President, Nu-vision, Kalpakkam - For telecasting in the Cable TV.
Computer Section - for uploading in website & all mails.

GUIDELINES ISSUED BY MEDICAL DIVISION, GSO

1. Keep the work place Clean and Hygienic.
2. Surfaces such as desks, tables and objects like telephone, keyboard to be wiped with disinfectant regularly.
3. Promote regular and thorough hand washing of the staff, patients, contract labourers etc.,
4. Place sanitizing hand wash dispensers at various prominent places and refill them regularly.
5. Display posters promoting hand washing.
6. Provide access for hand washing with soap and water
7. Practice respiratory hygiene by closing nose and mouth with tissue during sneezing/coughing.
8. Advise employees to consult national and local advice before undertaking trips.
9. Advise the community to stay at home (home quarantine) even if they have mild cough, cold or fever.
10. Widely disseminate information regarding home quarantine and hygienic practices through notice boards, posters and internet.
11. Avoid mass gatherings.
12. Keep rooms well ventilated with open doors and windows, whenever possible.