

Government of India
Department of Atomic Energy
General Services Organisation
Administration Section

Ref: GSO/Admn/Circular/2020/ 757

May 15, 2020

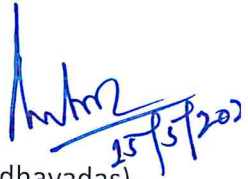
CIRCULAR

Sub: Preventive measures to be taken to contain the spread of Novel Corona Virus Disease (COVID-19) – Extension of lock down regarding

Reference is invited to this office circular dated 05.05.2020 on the above mentioned subject.

The instructions issued under the said order shall remain in force until further orders.

This issues with the approval of Director, IGCAR/GSO.


(K V Madhavadas)
Administrative Officer-III / Estate Officer

ALL NOTICE BOARDS OF GSO

Copy to:

01. Director, GSO
02. Director, ESG, GSO
03. IFA, GSO
04. Director (P&A), IGCAR/GSO.
05. MS, DAE Hospital
06. All section Heads of GSO*
07. System Administrator – to upload in GSO website and email to all employees of GSO

Government of India
Department of Atomic Energy
General Services Organisation

Kalpakkam – 603102.

Ref. : GSO/Admn./Circular/2020/ 536

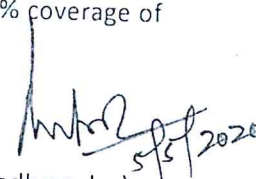
May 05, 2020.

Sub. : Preventive measures to contain the spread of COVID-19 : Extension of Lockdown – reg.

Reference is invited to this Office circular dated 20.03.2020, 16.04.2020, 01.05.2020 and other circulars/orders on the above mentioned subject. In this connection, the following further advisory is issued for strict compliance :

- i. In view of the extension of nationwide lockdown till 17th May, 2020 and new Guidelines on lockdown measures issued vide Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 01.05.2020 and endorsed by DAE vide Circular dated 03.05.2020, it has been decided that all officers of the rank of Deputy Secretary and above (SO/E and above) and equivalent levels shall attend the office with 100 % attendance. The attendance of remaining officers and staff shall be restricted upto 33% as per the requirement to ensure social distancing. According, duty roster may be drawn by the respective Section Heads upto 17.05.2020. The employees who are not reporting for duty as per the duty roster shall be treated as Absent.
- ii. The instructions issued by DOPT vide their OM No. 11013/9/2014-Estt(A.III) dated 27.03.2020 regarding exemption of Persons with Disabilities (Divyangjan) shall be applied for preparation of the roster.
- iii. All essential services and RTC services shall continue to function as usual.
- iv. The officials who are working from home shall be available on landline/mobile and other electronic mode of communications and shall attend office in case of any exigencies.
- v. The Bio-metric attendance system having face reader will be functioning from 06.05.2020. All employees are requested to mark their attendance (incoming & outgoing) through bio-metric system.
- vi. The use of "Arogya Setu" App is mandatory for all employees including contractual staff who have Smart Phones. It will be the responsibility of all Section Heads to ensure 100% coverage of this app among such employees including contractual staff.

This issues with the approval of Director, GSO.


(K.V. Madhavadas)
Administrative Officer-III

Director, ESG, GSO
Director, Medical Group, IGCAR
All Section Heads in GSO
All Notice Board in GSO
All employees of GSO through e-mail/website

Copy to : 1. Office of Joint Secretary (A&A), DAE, Mumbai.
2. US (SCS), DAE, Mumbai.
3. Director, GSO.