

**Government of India  
Department of Atomic Energy  
General Services Organisation**

Kalpakkam – 603 102

Ref: GSO/Admn./Circular/2020

March 20, 2020

**CIRCULAR**

Subject: Preventive measure to contain the spread of COVID19 - reg.

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Keeping in view the nature of virus and in order to take possible preventive measures to stop spread of the virus, as directed by DoPT OM No.11013/9/2014-Estt (A-III) dated 19.03.2020 issued by Department of Personnel and Training, New Delhi, it has been decided that 50 percent of employees in other than essential services are required to attend office every day and the remaining 50 percent staff should be instructed to work from home.

Accordingly, the following sections are considered as essential services in GSO, Kalpakkam.

1. Hospital
2. Civil Maintenance
3. Electrical Maintenance
4. Transport
5. Water Supply
6. Cosmetic Maintenance
7. Township Security
8. Autosshop
9. Accounts
10. Industrial Safety & Fire Safety
11. Telecommunication

No Seminar/Conference/meeting rooms will be available for any activity.

Proposals for approvals are to be submitted through e-mail so as to reduce the file movements to the extent possible.


The deployment of staff in sections other than essential services will be 50 percent in respect Group 'B' and 'C' employees. The remaining 50 percent staff shall be instructed to work from home.

: 2 :

This does not apply to Group A Officers.

The above guidelines will come into force with immediate effect and remain in force till April 4, 2020.

This issues with the approval of Director, GSO.

  
(Vinayalatha. S) 20.3.2020  
Chief Administrative Officer

To

All Section Heads in GSO

All Notice Boards in GSO