

Government of India
Department of Atomic Energy
General Services Organisation
Estate Management Section

Ref: GSO/EMS/2020/

March 23, 2020

CIRCULAR NO. 13/2020

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) - Voluntary Township quarantine regarding.

In continuation to this office Circular No. 11/2020 dated 18.03.2020 and in view of fresh directives from Government, the following further instructions are issued for strict compliance :


1. The instructions already issued will continue upto 31.03.2020 or until further orders.
2. All essential services such as Medical, Electrical, Water supply, Sanitation, Gas & Milk supply will function uninterrupted with the skeletal staff.
3. All outstation bus services are suspended. For essential staff attending the office, round the clock shift buses and G2 (8.30 am) buses, from Kalpakkam and Anupuram township will be operated.
4. Employees/Family members of employees who are returning from abroad or from lock-down districts are requested to home quarantine themselves for 14 days from the date of arrival and intimate the same to the Leave Sanctioning Authority and Estate Officer, GSO. Those who have been advised self/home quarantine shall strictly confine themselves in their homes and shall not venture out anywhere during the quarantine period. Further, failure to comply with the above directives shall be viewed very seriously and the case will be referred to District Health Authorities for further necessary action.
5. All planned and preventive medical checkup are to be deferred until further orders and only emergency cases/fever cases with or without cough/breathing difficulty will be attended to by the Medical Officers at DAE Hospital.

6. Routine Civil, electrical maintenance services will be deferred until further orders.
7. All movement from Headquarters - Personal and Official should be cancelled.
8. All Residents who are on work from home shall not leave their place of residence, be accessible on telephone and electronic means of communication at all times and, attend office if called for in case of exigencies of work. In case of emergency they should leave the headquarters only with the prior permission of leave sanctioning authority.
9. At all gates, outgoing personnel moving out in 2/4 wheeler will have to indicate the destinations and time of return.
10. Security will carry out periodical surveillance of the home-quarantine cases by blowing a whistle and the concerned family will confirm their presence at their residence.
11. Thermal scanning will be carried out at all entry gates of the townships.

Circular Nos.16/6/2020-SCS/4016 and 4017 dated 23.3.2020 from DAE are attached. Detailed instructions given in the two circulars are also to be complied.

All are requested to co-operate in the endeavor to contain the spread of Novel Coronavirus (COVID-19) in public interest.

This issues with the approval of Director, GSO/Chairman, KMC


(Vinayalatha S.) 23.3.2020

Chief Administrative Officer

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

Copy to:

Director (P&A), IGCAR
CAO, BARCF, Kalpakkam
Senior Commandant, CISF
Sr. Manager (HR), MAPS

AGM (HR), BHAVINI, Kalpakkam

AO-III, GSO

AO-III, PRPD, Kalpakkam

Stores Officer, DPS, Kalpakkam

Principal KV-1/ KV-2/AECS-1/AECS-2/AECS-3

DAE Guest House/SRI Guest House

Junior/Senior/Ladies/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.

MOST IMMEDIATE

भारत सरकार/Government of India
परमाणु ऊर्जा विभाग/Department of Atomic Energy
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

अणुशक्ति भवन/Anushakti Bhavan,
छ. शि.म. मार्ग/C.S.M Marg,
मुंबई/Mumbai - 400 001.
☎022-22022661
Email: sectcord@dae.gov.in

No.16/6/2020-SCS/ 4017

March 23, 2020

परिपत्र / Circular

Subject: Preventive measures to contain the spread of COVID-19 – Regarding.

The DoPT has issued several guidelines/ instructions on the subject matter. In addition to the same, the following instructions are issued:

- (i) Employees and their family members are advised not to panic and not to believe rumors. The Government of India is taking adequate steps to mitigate the fallout of COVID-19.
 - (ii) Employees and their families are exposed to messages from Social Media, like whatsapp app, facebook, instagram etc. regarding COVID-19. Some of these messages may not be authentic. All employees and their family members are therefore advised to get authentic information/circulars/figures etc. regarding COVID-19 from the official website of Ministry of Health & Family Welfare, Government of India [www.mohfw.gov.in].
 - (iii) Movement, including morning/evening walks, sports etc. within the colony by employees and their family members should be avoided as far as possible. Students should also be advised not to attend tuition classes. Similarly, all social gatherings should be deferred.
 - (iv) Employees and their family members may avail the prescriptions recommended by the Ministry of Ayush for COVID-19. Reimbursement for the same may be permitted on production of appropriate receipts.
2. The above instructions may be given wide publicity.
 3. This issues with the approval of Secretary, DAE.


(Sanjay Kumar)
Joint Secretary(A&A)

All Heads of Constituent Units /PSUs/ Aided Institutions of DAE

Copy also to:

1. All Administrative Heads of Units / PSUs/Aided Institutions of DAE
2. All Joint Secretaries/CCA/IG(S)/Head, NCPW/OSD BS, New Delhi
3. Under Secretary (Adm.), DAE – For further necessary action in respect of DAE Secretariat
4. Head, CISD, DAE – For uploading the above communication in DAE Website
5. All Officers and Sections in DAE Secretariat – through DARPAN
6. Secretary, Staff Site, DAE Departmental Council.

MOST IMMEDIATE

भारत सरकार/Government of India
परमाणु ऊर्जा विभाग/Department of Atomic Energy
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अणुशक्ति भवन/Anushakti Bhavan,
छ. शि.म. मार्ग/C.S.M Marg,
मुंबई/Mumbai - 400 001.
☎ 022-22022661
Email: sectcord@dae.gov.in

No.16/6/2020-SCS/ 4016

March 23, 2020

परिपत्र / Circular

Subject: Preventive measures to contain the spread of COVID-19 – Regarding.

The copies of DoPT OM No.11013/9/2014-Estt-(A-III) and DPE OM No.10037/2014-GM-FTS-1867 both dated 22.03.2020 on the captioned subject is forwarded herewith for information and further necessary action. In this connection the following additional instructions are issued for strict compliance:

- i) The instructions issued by DoPT and DPE vide their afore stated OMs dated 22.03.2020 are reiterated for drawing of roster of staff from 23.03.2020 until 31.03.2020 for Units/PSUs/Aided Institutions of DAE.
- ii) All Head of Units/PSUs/Aided Institutions of DAE shall identify the "essential services" and the "essential staff" such as essential plant operations, medical, security, cleaning staff etc., for manning the "essential services" and intimate the same to this Department.
- iii) For "essential staff", adequate transportation and food arrangements are required to be made by the respective Units/PSUs/Aided Institutions of DAE. The Units/PSUs/Aided Institutions shall issue "Authorization Letters/Communications" to their "essential services staff/contractors" for producing the same to the concerned authorities, if required. Adequate protective measures like sanitizers, face masks etc. may be provided to such essential staff.
- iv) Salary for the month of March, 2020, payable on the due date may be drawn on provisional basis, (excluding claims like TA/Medical etc.) and appropriate arrangements shall be made by the respective Units/PSUs/Aided Institutions of DAE for disbursement of the same. Recovery/payment, if any, shall be adjusted in the subsequent month.
- v) All Head of Units/PSUs/Aided Institutions of DAE shall assign tasks to their Scientific Staff which can be performed from home by assigning appropriate timelines. Feedback from such employees may be obtained at regular intervals.

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- vi) No proposal for deputation abroad shall be processed until further orders. As far as possible, meetings/conferences shall be held through Video Conferencing (VC).
- vii) Instructions issued by the local authorities such as, respective State Governments/Municipal Bodies or any other such statutory bodies, regarding preventive measures on COVID-19, may be adhered to.
- viii) All Head of Units/PSUs/Aided Institutions of DAE shall ensure adequate supply of medicines under their jurisdiction. If equipments like ventilators, oxygen cylinders etc., are required, these may be procured with the approval respective Head of Units/PSUs/Aided Institutions of DAE. However, ex-post facto approval of the Competent Authority shall be obtained wherever required.
- ix) Entry to colonies of DAE Units may be restricted to necessary persons and the security staff shall ensure the same by providing adequate respect to the persons requesting entry.
- x) All Head of Units/PSUs/Aided Institutions shall furnish "Situation Report" everyday to Joint Secretary (A&A), DAE [email: jsaa@dae.gov.in] and Inspector General (Security), DAE [email: ig@dae.gov.in] providing feedback about general conditions about their Units/colonies.
- xi) Unit Heads may contact respective Joint Secretary or Chairman, AEC if felt necessary. Contact may also be made by SMS.
2. This issues with the approval of Secretary, DAE.

Encl: Two Pages.


(Sanjay Kumar)
Joint Secretary(A&A)

All Heads of Constituent Units /PSUs/ Aided Institutions of DAE

Copy also to:

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