

MOST IMMEDIATE

Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research
Kalpakkam

No. IGC/Dir(P&A)/G-26(1)1/2020


June 18, 2020

CIRCULAR

Sub: Preventive Measures to contain the spread of COVID-19.

In the light of the instructions contained in the notice no. Na. ka. 2582/2020/pe.me. dated 16.06.2020 issued by District Collector, Chengalpattu imposing complete lock down in certain areas of Chengalpattu District from 19.06.2020 to 30.06.2020 and in order to contain the spread of COVID-19, it has been decided that the employees of IGCAR and GSO, shall leave their headquarters at Kalpakkam, only with the prior approval of Director, IGCAR/GSO. The request seeking permission for leaving headquarters, in the format attached hereto, shall be forwarded to Director, IGCAR/GSO through their respective Head of Division / Associate Director / Group Director, with their recommendations.

2. This instruction will come into force with immediate effect and shall remain in force until further orders.
3. This is issued with the approval of Director, IGCAR / GSO.
4. Hindi version will follow.


18/6/2020

(O.T.G. Nair)

Director (P&A), IGCAR / GSO

To All Group Directors/Associate Directors/HoDs/IFAs in IGCAR/ GSO

Copy to: -

1. Office of Director, IGCAR/GSO
2. IGCSC Members/AO-IIIs/DCA of IGCAR
3. AO-III / Estate Officer / SAO of GSO
4. All employees of IGCAR / GSO through email/IIS Website
5. Head, HR, MAPS, NPCIL
6. ED(HR), BHAVINI
7. CAO, GSO / BARC(F), Kalpakkam
8. General Secretary, AEEA
9. Secretary, AARCO
10. General Secretary, GSOEA
11. Secretary, AEDAK

APPLICATION SEEKING PERMISSION FOR LEAVING HEADQUARTERS

1. Name :
2. IC No :
3. Designation :
4. Division / Group :
5. Place of visit :
6. Date of leaving Headquarters :
7. Expected date of return to Headquarters :
8. Reason for leaving Headquarters :
9. Address during the visit with mobile number :

Signature :

Date :

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Recommendation of Head of Division / Associate Director / Group Director

Recommended / Not Recommended

(Signature)

To
Director, IGCAR / GSO