

MOST URGENT

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

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

March 20, 2020

Circular

Sub: Preventive measures to contain the spread of COVID-19

A copy of the DOPT OM No. 11012/9/2014-Estt(A-III) dated 19.03.2020 received under DAE Endorsement No. 16/6/2020-SCS/3901 dated 19.3.2020 is forwarded herewith.

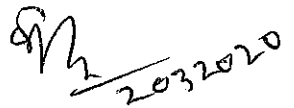
2. All Group Directors/Administrative & Accounts Heads of IGCAR are requested to prepare roster by ensuring 50% of Group B&C employees to attend office and the remaining 50% will work from home. While preparing the roster for the 1st week commencing from 23rd March, 2020, it may be ensured that officials who are residing in close proximity of the office or using their own transport to travel to the office are included in the roster. The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all time and they should attend office if called, for any emergency duty. The roster containing the list of employees permitted to work from home along with their contact details may be forwarded through email to Administrative Officer (L&G), IGCAR with a copy to Director (P&A), IGCAR.

3. The employees permitted to work from home can apply for regularization of attendance through "ATOMS" after resuming duty. It may please be noted that the above facility of work from home will not apply to (i) Group A employees, (ii) Employees engaged in essential/emergency services as indicated in the Circular No. IGC/Dir(P&A)/G-26(1)1/2020 dated 20.03.2020 and (iii) Employees directly engaged in taking measures to control spread of COVID-19.

4. The above facility of work from home will come into force with immediate effect and remain in force till April 4, 2020.

5. This is issued with the approval of Director, IGCAR.

6. Hindi version will follow.


(O.T.G. Nair)
Director (P&A)

All Group Directors/Associate Directors/HODs/IFAs

Copy to: -

1. Office of Director, IGCAR/GSO
2. IGCSC Members/AO-IIIs/DCA
3. All employees of IGCAR through email/IIS Website
4. General Secretary, AEEA