

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

May 5, 2020


Circular

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

Reference is invited to this Office Circular no. IGC/Dir(P&A)/G-26(1)1/2020, dated 23.03.2020, dated 31.03.2020, 16.04.2020 and 01.05.2020 on the subject mentioned above. In this regard, DAE have issued fresh instructions on the subject mentioned above, vide Circular No 16/6/2020-SCS/COVID-19 dated 03.05. 2020, a copy of which is enclosed. In the light of this and taking into account the Notification dtd. 03.5.2020 of the Revenue and Disaster Management (DM-II) Department, Government of Tamil Nadu, the following instructions are issued for strict compliance.

- i. All Group Directors/ Associate Directors/ Heads of Divisions / Heads of Sections, Project Engineers, Program Leaders, Engineers-in-Charge/Director (P&A)/IFAs, Administrative Officers, Deputy Controller of Accounts and other officers in the grade of SO/H and above of IGCAR shall attend office immediately. Necessary transport arrangements from the Kalpakkam / Anupuram Townships are being made.
- ii. All Group Directors shall immediately draw a roster of the remaining officers and staff required to attend office and inform the officials concerned. The number of such officials attending the office per day, shall be intimated to CAO, GSO with a copy to Director(P&A), IGCAR for making necessary transport arrangements. While drawing the roster, it shall be ensured that the total number of officers and staff including those who are deployed on round-the-clock duties shall not exceed 33% of the staff strength.
- iii. While drawing the roster, the names of officials residing in Containment Zone as demarcated by State/District administration and those who are unable to commute to office, due to non-availability of transport and also Persons with Disabilities (Divyangjan) shall be excluded.
- iv. In order to reduce the peak our rush at the DAE Security gate, the existing facility of flexi-timing of ± 30 minutes available to the General shift employees stands revised to ± 60 minutes.

- v. Employees attending office shall invariably record their attendance (both "IN" and "OUT"). It may be noted that any short-fall in the attendance will be dealt with as per the extant instructions on the subject.
 - vi. Officials who are working from home should be available at their respective place of residence and accessible on telephone and electronic means of communication at all times and attend office, if called for in case of exigencies of work.
 - vii. The instructions issued from time to time regarding essential services and round the clock shift operations shall remain unchanged.
2. The above instructions will come into force from 06.05.2020 and remain in force upto 17.05.2020 or until further instructions whichever is earlier.
 3. This is issued with the approval of Director, IGCAR.


5-5-2020
(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
5. Secretary, AARCO
6. Senior Commandant, CISF, Kalpakkam
7. Head, HR, MAPS, NPCIL
8. ED(HR), BHAVINI
9. CAO, GSO / BARC(F), Kalpakkam