

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 2, 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 19-05-2020 and 29.05.2020 on the subject mentioned above. In this regard, DAE have issued fresh instructions vide Circular No 16/6/2020-SCS/COVID-19 dated 31.05. 2020, a copy of which is enclosed. In the light of this and taking into account of the Notification dated 31.05.2020 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, Programme Leaders, Engineers-in-Charge /Director (P&A)/IFAs, Administrative Officers, Deputy Controller of Accounts and other officers in the grade of SO/E and above of IGCAR shall attend office on all working days. 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 Transport In-charge, GSO with a copy to Director (P&A), IGCAR for making necessary transport arrangements. While drawing the roster, it shall be ensured that 50% of the employees attend the office on every alternate day and the remaining 50% employees work from home.
- iii. While drawing the roster, the names of officials residing in Containment Area as demarcated by State/District administration and those who are unable to commute to office, due to non-availability of transport, Persons with Disabilities (Divyangjan) and also pregnant ladies may be excluded. Persons who have underlying conditions (co-morbidities) and were undergoing treatments for these ailments before lockdown may also be exempted from roster duty upon production of medical prescription from treating physician of CHSS/CS (MA) Rules.

- iv. In order to reduce the peak our rush at the DAE Security gate, the existing facility of flexi-timing of +or- 30 minutes available to the General shift employees stands revised to +or- 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.
 - viii. The instructions on use of Aarogya Setu app shall also be adhered to by all employees.
2. The above instructions will come into force from 03.06.2020 and remain in force until further orders.
 3. This is issued with the approval of Director, IGCAR.
 4. Hindi version follows.


(O.T.G. Nair)
Director (P&A)
2.6.2020

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

Most Immediate

Government of India
Department of Atomic Energy
Secretariat Coordination Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai - 400 001

May 31, 2020

No. 16/6/2020-SCS/COVID-19

Circular

**Subject: Preventive Measures to contain the spread of COVID-19 -
Extension of lock down - Regarding**

Ministry of Home Affairs (MHA), New Delhi vide Order No. 40-3/2020-DM-I(A) dated 30.05.2020 (Copy enclosed) have issued directives to extend the lockdown in **Containment Zones up to 30.06.2020** and to **re-open prohibited activities in a phased manner in areas outside Containment Zones**. MHA vide above order have also issued guidelines for phased re-opening of activities (Unlock 1). The guidelines annexed to the MHA Order dated 30.05.2020 shall come into force with effect from 01.06.2020 up to 30.06.2020.

2. Accordingly, in supersession of this Department's all earlier Circulars, the following directives are hereby issued which will come into effect from 01.06.2020 upto 30.06.2020 or until further orders whichever is earlier.

3. The Constituent Units/PSUs/Aided Institutions located in **areas outside Containment Zones** shall resume all permitted activities subject to (i) MHA guidelines referred above and (ii) Local orders if any issued by the respective State Authorities / Union Territories / Local Authorities in this regard. While resuming/ continuing activities, special emphasis needs to be placed on additional directives for work places as stipulated at Serial No.6 to 10 of Annex-I of the above MHA order.

4. The Constituent Units/PSUs/Aided Institutions shall also follow revised/fresh orders as and when issued by DoPT or by the respective State Governments / Union Territories / Local Authorities in consonance with the above MHA Order dated 30-05-2020 in respect of attendance in Central Government Offices etc. In such cases, the Unit Heads may issue local orders specific to their Unit/PSU/Aided Institution based on the classification of Containment Zone or otherwise. All such orders issued shall invariably be brought to the notice of DAE immediately.

5. Government of Maharashtra vide Order No. DMU/2020/CR. 92/DisM-1 dated 31-05-2020 have issued revised orders for various zones of Maharashtra as given below: -

- (a) Institutions falling within the Municipal Corporations mentioned at Clause 6 of the GoM order dated 31-05-2020 shall in terms of Clause 6(iv) of the order now function at 15% of the strength or 15 persons whichever is more or depending upon work exigencies w.e.f. 03-06-2020 up to 30-06-2020 or until further orders whichever is earlier.
- (b) The Constituent Units/PSUs/Aided Institutions located in the rest of the state of Maharashtra may note that activities stipulated under clause 7 are permitted subject to conditions enumerated thereunder.
- (c) However, all activities under clause 8 of the said order are prohibited across the state of Maharashtra till further orders.
- (d) Further, in terms of GoM earlier Order dated 19-05-2020, all Industrial units located within the State of Maharashtra which are presently open will continue to operate. Similarly, all construction sites are allowed to remain open and operational. All pre-monsoon works viz. upkeep and maintenance of material/plant/machinery/furniture, pre-monsoon protection activities of property & goods and pre-monsoon works etc. are also allowed.

6. The Staff identified for "Essential Services" by Heads of Units/PSUs/Aided Institutions of DAE such as Medical, Security, House Keeping etc shall continue to attend their duties within and outside the Containment Zones. In the Containment Zones where restrictions are in place on operation of public transportation and other services, adequate logistics and other facilities shall be ensured for the staff identified for "Essential Services".

7. The Constituent Units/PSUs/Aided Institutions coming under the **Containment Zones** shall adhere to the directives issued regarding exemption of Persons with Disabilities (Divyangjan), Persons with co-morbidities, pregnant woman etc while drawing up rosters of the staff. Such Units/PSUs/Aided Institutions shall strictly follow directives on staggered work hours as well as encouraging the practice of Work from Home (WfH). However, in exigencies of work, the designated staff shall attend office/duty as and when required by following all safety protocols.

8. The instructions on use of Aarogya Setu app shall also be adhered to.

9. This issues with the approval of the Competent Authority.

Encl: 08 pages

Sd/-
(Sanjay Kumar)
Joint Secretary (A&A)

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

Copy to:

1. All Administrative Heads of Units/PSUs/Aided Institutions
2. Under Secretary (Adm.) DAE – For action in respect of DAE Sectt.
3. Head, CISD – With a request to upload this communication in DAE website under SCS head.
4. All Officers and Sections in DAE Secretariat – through Darpan
5. Secretary, Staff Side, DAE Departmental Council