

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 19, 2020

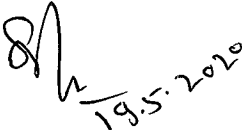
CIRCULAR

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, 31.03.2020, 16.04.2020, 01.05.2020, 5.5.2020, and 15.5.2020 on the subject mentioned above. In this regard, DAE have issued fresh instructions vide Circular No 16/6/2020-SCS/COVID-19 dated 17.05.2020, a copy of which is enclosed. In the light of this and taking into account the Notification dated 17.5.2020 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 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 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 (+) 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.
2. The above instructions will come into force from 20.05.2020 and remain in force up to 31.05.2020 or until further instructions whichever is earlier.
 3. This is issued with the approval of Director, IGCAR.


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

Most Immediate

Government of India
Department of Atomic Energy
Secretariat Coordination Section

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

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

May 17, 2020

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 17.05.2020 (Copy enclosed) have issued directives to extend the lockdown measures to contain the spread of COVID-19 for a period up to 31-05-2020. MHA vide above orders have issued guidelines on lockdown measures for strict implementation in supersession of all earlier orders which will come into effect from 18.05.2020 up to 31.05.2020.

2. Accordingly, the guidelines annexed to the MHA Order dated 17.05.2020 shall become operative with effect from 18.05.2020 up to 31.05.2020 or until further orders whichever is earlier. DAE and its Constituent Units/PSUs/Aided Institutions shall strictly follow the guidelines now issued by MHA vide order dated 17-05-2020 especially the additional directives for work places stipulated at serial no. (viii) to (xii) of Annex-II.

3. Government of Maharashtra vide Order No. DMU/2020/CR. 92/DisM-1, dated 17th May, 2020 (Copy enclosed) has also announced extension of lockdown in the entire State of Maharashtra till the midnight of 31st May, 2020 to prevent and contain the spread of COVID-19 virus. Government of Maharashtra has also directed that, all earlier orders issued by them shall be aligned with their order dated 17-05-2020. This is however subject to review based on further instructions from the State Government. Accordingly, DAE and its Constituent Units/Public Sector Undertakings and Aided Institutions located in the State of Maharashtra shall continue to comply with the instructions issued vide this Department's Circulars of even dated 03-05-2020 and 06-05-2020.

4. Similarly, all other Constituent Units/PSUs/Aided Institutions located outside the state of Maharashtra shall follow the guidelines issued by the respective State Government/Union Territories/Local Authorities in consonance with the MHA order dated 17-05-2020. In such cases, local orders may be issued on the same by the Unit

Heads. However, all such orders issued by the Unit Heads should invariably be brought to the notice of DAE immediately.

5. 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. Adequate logistics and other facilities shall be ensured for the staff identified for "Essential Services".

6. The instructions issued by DoPT vide O.M. of even dated 27-03-2020 regarding exemption of Persons with Disabilities (Divyangjan) shall be borne in mind while drawing up rosters of the staff. The additional instructions issued by this Department from time to time shall also be adhered to.

7. This is issued with the approval of the Competent Authority in the Department.

Encl: 11 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.
4. All Officers and Sections in DAE Secretariat – through Darpan
5. Secretary, Staff Side, DAE Departmental Council