

Government of India
Department of Atomic Energy
General Services Organisation

Kalpakkam – 603102.

Ref. : GSO/Admn./Circular/2020/ 536

May 05, 2020.

Sub. : Preventive measures to contain the spread of COVID-19 : Extension of Lockdown – reg.

Reference is invited to this Office circular dated 20.03.2020, 16.04.2020, 01.05.2020 and other circulars/orders on the above mentioned subject. In this connection, the following further advisory is issued for strict compliance :

- i. In view of the extension of nationwide lockdown till 17th May, 2020 and new Guidelines on lockdown measures issued vide Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 01.05.2020 and endorsed by DAE vide Circular dated 03.05.2020, it has been decided that all officers of the rank of Deputy Secretary and above (SO/E and above) and equivalent levels shall attend the office with 100 % attendance. The attendance of remaining officers and staff shall be restricted upto 33% as per the requirement to ensure social distancing. According, duty roster may be drawn by the respective Section Heads upto 17.05.2020. The employees who are not reporting for duty as per the duty roster shall be treated as **Absent**.
- ii. The instructions issued by DOPT vide their OM No. 11013/9/2014-Estt(A.III) dated 27.03.2020 regarding exemption of Persons with Disabilities (Divyangjan) shall be applied for preparation of the roster.
- iii. All essential services and RTC services shall continue to function as usual.
- iv. The officials who are working from home shall be available on landline/mobile and other electronic mode of communications and shall attend office in case of any exigencies.
- v. The Bio-metric attendance system having face reader will be functioning from **06.05.2020**. All employees are requested to mark their attendance (incoming & outgoing) through bio-metric system.
- vi. The use of "Arogya Setu" App is mandatory for all employees including contractual staff who have Smart Phones. It will be the responsibility of all Section Heads to ensure 100% coverage of this app among such employees including contractual staff.

This issues with the approval of Director, GSO.


(K.V. Madhavadas)
Administrative Officer-III

Director, ESG, GSO
Director, Medical Group, IGCAR
All Section Heads in GSO
All Notice Board in GSO
All employees of GSO through e-mail/website

Copy to : 1. Office of Joint Secretary (A&A), DAE, Mumbai.
2. US (SCS), DAE, Mumbai.
3. Director, GSO.

Most Immediate

Government of India
Department of Atomic Energy

Anushakti Bhavan,
C.S.M marg,
Mumbai – 400 001

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

May 3, 2020

Circular

Sub: Preventive Measures to contain the spread of COVID-19 - Extension of lock down - regarding

Ministry of Home Affairs, New Delhi vide Order No. 40-3/2020-DM-I(A) dated 1st May, 2020 (Copy enclosed) have issued new guidelines on lockdown measures for strict implementation which will come into effect from 4th May, 2020 for a period of two weeks.

2. Accordingly, in continuation of this Department's Circular of even no. 4038 dated 15-04-2020 and even no. 4083 dated 22-04-2020 the following further instructions are hereby issued for strict compliance by all Constituent Units/PSUs/Aided Institutions of the Department of Atomic Energy:

- i) In pursuance of instructions issued at Para 7 (ii) (g) of Annexure to MHA Order dated 1st May, 2020, All Constituent Units/PSUs/Aided Institutions in Red Zones (Hotspots) [Outside Containment Zones]/Orange Zones [Outside Containment Zones] and Green Zones shall function with Officers of the level of Deputy Secretary (Level 12) and above to the extent of 100% strength. The remaining Officers/staff will attend up to 33% as per requirement.
- ii) 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".

- iii) A list of all employees attending office shall be maintained at the Unit level with details of employee's name, designation, timings etc
- iv) Emphasis should be laid on the National directives for COVID-19 management especially from serial no. 9 to 19 of 'Work Places' at Annexure-I of the guidelines. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare both within the work places and in departmental transport (as permitted zone wise).
- v) Further, to the above MHA orders dated 01-05-2020, the Government of Maharashtra vide Order No. DMU/2020/CR. 92/DisM-1 Dated 2nd May, 2020 have issued revised guidelines on the measures to be taken for containment of COVID-19 in the State during the extended period of lock down up to 17th May, 2020. In terms of Para 7 (ii) (g) of GoM Order dated 02-05-2020, All Government offices in the area of all Municipal Corporations within the Mumbai Metropolitan Region (MMR), Malegaon Municipal Corporation, Pune Municipal Corporation (PMC) and the Pimpri-Chinchwad Municipal Corporation (PCMC) have been excluded from functioning. The constituent Units/PSUs/Aided Institutions of the Department located in the above regions shall remain closed up to 17th May, 2020 or until further orders whichever is earlier.
- vi) As such, wherever the respective State Governments/Union Territories/Local Authorities have imposed stricter measures on containment of spread of COVID-19 from time to time, the same shall be followed in consonance with the new MHA guide lines. In such cases local orders may be issued on the same by the Unit Heads. However, all such orders issued by Unit heads should be invariably brought to the notice of DAE immediately.
- vii) The use of "Arogya Setu" App is made mandatory for all employees including contractual staff who have Smart Phones. It is the responsibility of all Heads of Units/PSUs/Aided Institutions to ensure 100% coverage of this app among such employees including contractual staff.

- viii) 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.
- ix) The instructions stipulated at serial no. (v) to (xi) of DAE Circular of even no. 4016 dated 23-03-2020 shall also be adhered to.

3. This issues with the approval of the Competent Authority in the Department.

Encl: 12 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 of DAE
2. Under Secretary (Adm.), DAE – For necessary action in respect of DAE Secretariat.
3. Head, CISD, DAE – For uploading the above communication on DAE website
4. All Officers and Sections in DAE Secretariat – through DARPAN
5. Secretary, Staff Side, DAE Departmental Council