

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

August 7, 2020

CIRCULAR

Sub: Preventive Measures to contain the spread of COVID-19.

Reference is invited to circular No. Dir/2020/72 dtd. 25-6-2020 issued by Director, IGCAR/GSO & Chairman, Kalpakkam Management Committee read with subsequent circular Nos. IGC/Dir (P&A)/G-26 (1)/1/2020 dtd. June 26, 2020 and dtd. 8-7-2020 issued by Director (P&A), IGCAR & GSO on the subject mentioned above.

2. With the enforcement of stringent preventive measures, the spread of COVID-19 within the DAE Townships at Kalpakkam and Anupuram could be contained considerably. In the wake of the improved COVID-19 situation in the DAE Townships and in the light of the revised instructions contained in circular No. 16/6/2020-SCS/COVID-19/5135 dtd. 31-7-2020 issued by DAE, the matter has been reviewed on 7-8-2020 in a meeting convened by Director, IGCAR/GSO and Chairman, KMC and attended through Tele-conference by the Head of DAE Units located in Kalpakkam and it has been decided to issue the following revised instructions 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 by GSO.
- ii. All Group Directors shall follow the duty roster in force prior to the lock-down of the Townships imposed vide Circular dtd. 25-6-2020 in respect of the remaining officers and staff and inform the officials concerned and ensure that 50% of the employees attend the office on every alternate working day and the remaining 50% employees work from home.
- iii. 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 from the roster duty. 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- 60 minutes available to the General shift employees of IGCAR will continue.
- 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 shall 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, failing which action as deemed fit will be initiated against them.
- vii) The instructions issued by IGCAR 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.
- ix) Employees of IGCAR may leave their headquarters with the prior permission of their Leave Sanctioning Authority. However, if they are away from their headquarters for more than 48 hours, they shall, on their return to the headquarters, report to the Fever Clinic of DAE hospital for medical evaluation.
- x) The restrictions on entry of private vehicles to DAE Complex, Kalpakkam imposed vide Circular dtd. 25-6-2020 referred to above stands lifted.
3. The above instructions will come into force from 10-08-2020 and remain in force until further orders.

4. This is issued with the approval of Director, IGCAR and Chairman, HLSC.

5. Hindi version follows.

(O.T.G. Nair) 7.8.2020
Director (P&A), IGCAR and Secretary, HLSC

To All Group Directors/Associate Directors/HoDs/IFAs in IGCAR

Copy to: -

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

Copy to:

1. Head, HR, MAPS, NPCIL
2. ED(HR), BHAVINI
3. CAO, GSO / BARC(F), Kalpakkam