

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

September 2, 2020


CIRCULAR

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

Reference is invited to circular No.IGC/Dir(P&A)/G-26(1)1/2020 dated August 7, 2020 on the subject mentioned above.

2. In the light of the revised instructions on the subject issued vide DAE circular No. 16/6/2020-SCS/COVID-19/5921 dated August 31, 2020, the matter has been reviewed on September 1, 2020 in a meeting convened by Director, IGCAR/GSO and Chairman, KMC and attended through Tele-conference by senior officers including the Head of DAE Units located in Kalpakkam. On the basis of the discussions held in the said meeting, the following instructions are issued for compliance.
 - i. All IGCAR employees shall attend their office on all working days.
 - ii. Pregnant ladies and also persons who have underlying conditions (co-morbidities) and were undergoing treatments for those ailments before lockdown may be allowed to work from home on written request from the employee concerned and on production of medical prescription from treating physician of CHSS/CS (MA) Rules. Persons with Disabilities (Divyangjan) may also be allowed to work from home on written request from the individual and on production of necessary disability certificate. However, before granting permission to work from home, prior approval of Director, IGCAR shall be obtained.
 - iii. In order to reduce the peak hour 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.
 - iv. Employees attending office shall invariably record their attendance (both "IN" and "OUT"). It may be noted that any shortfall in the attendance will be dealt with as per the extant instructions on the subject.
 - v. IGCAR employees shall not leave their headquarters without prior approval of their Leave Sanctioning Authority. They shall strictly follow the COVID-19 protocol prescribed by GSO.

- vi. All Research Fellows and Cat-I and II trainees shall attend office on all working days. In addition, Research Scholars may also attend office on Saturdays subject to availability and prior approval of their respective Guides.
- vii. The instructions on use of Aarogya Setu app shall also be adhered to by all employees.
3. Necessary transport arrangements from the Kalpakkam / Anupuram Townships and also from other outstation rallying points as per shift timings prevalent prior to start of Nation-wide lock-down in March 2020 are being made by GSO. However, those employees who desire to make their own travel arrangements to attend their office may do so after surrendering the bus pass issued to them and claim transport allowance subject to conditions contained in DAE OM No. 16/6/2020-SCS/COVID-19/5465 dated August 17, 2020.
4. The above instructions will come into force from September 3, 2020 and remain in force until further orders.
5. This is issued with the approval of Director, IGCAR.
6. Hindi version follows.


(O.T.G. Nair)
Director (P&A), IGCAR

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