

MOST URGENT

Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research
Kalpakkam

No. IGC/Dir(P&A)/G-26(1)1/2020

Date: April 16, 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 and dated 31.03.2020 on the subject mentioned above. In this regard, DAE have issued revised guidelines on the subject mentioned above, vide Circular No 16/6/2020-SCS/COVID-19/4038, dated April 15, 2020 a copy of which is enclosed. It has been decided to implement the revised guidelines in IGCAR, as under:-

- i. All Group Directors/ Associate Directors/ Heads of Divisions / Independent Section heads/Director (P&A)/IFAs and other officers in the grade of SO/H and above of IGCAR shall join duties immediately. Necessary transport arrangements from the Kalpakkam / Anupuram Townships are being made in this regard.
 - ii. All Group Directors shall immediately draw up a roster of officers and staff required to attend office and inform the official concerned. The number of such officials attending the office on a day, shall be intimated to CAO, GSO with a copy to Director (P&A), IGCAR for arranging suitable transport facility.
 - 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. Limited canteen services will be available on round the clock shift basis. Therefore, as far as possible employees are requested to bring home made food.
 - v. The instructions issued from time to time regarding essential services and round the clock shift operations shall remain unchanged.
2. Other 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

3. The above instructions will come into force with immediate effect and shall remain in force up to 03.05.2020.

4. 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
5. Senior Commandant, CISF, Kalpakkam
6. Head, HR, MAPS, NPCIL
7. ED(HR), BHAVINI
8. CAO, GSO / BARC(F), Kalpakkam

MOST IMMEDIATE

भारत सरकार/Government of India
परमाणु ऊर्जा विभाग/Department of Atomic Energy
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

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No.16/6/2020-SCS/COVID-19/ 4-038

April 15, 2020

परिपत्र / Circular

Subject: Preventive measures to contain the spread of COVID-19 – Regarding.

The Ministry of Home Affairs, New Delhi vide Order No.40-3/2020-DM-I(A) dated 15.04.2020 have further issued Consolidated Revised Guidelines on lockdown measures for containment of COVID-19 epidemic which will continue to remain in force upto 3rd May, 2020 for strict compliance to contain the spread of COVID-19 in the country.

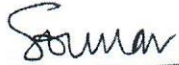
2. Accordingly, in continuation of this Department's Circular of even No.4016 dated 23.03.2020, the MHA Order is enclosed for further necessary action. The following instructions are reiterated for strict compliance by all Constituent Units / PSUs / Aided Institutions of the Department of Atomic Energy:

- i) The instructions issued at para 18 (ii) of the Consolidated Revised Guidelines of the Ministry of Home Affairs, New Delhi Order dated 15.04.2020 mentioned above are reiterated for drawing of roster of staff from 15.04.2020 until 03.05.2020 for Units/PSUs/Aided Institutions of DAE. All Units / PSUs / Aided Institutions of DAE shall therefore function with 100% attendance of officials of Deputy Secretary and equivalent level and above. While the attendance of remaining officers and staff shall be restricted upto 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 transport facilities and food arrangements shall be ensured for the staff identified for "essential services".
- iii) 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 kept in mind while drawing up the roster of staff.

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- iv) All other instructions as stipulated at Sr.No. (v) to (xi) of DAE Circular of even No.4016 dated 23.03.2020 shall also be adhered to.
3. All Heads of Constituent Units/PSUs/Aided Institutions are requested to implement the above instructions based on the prevalent situation in the Units. The decision finally being implemented shall be conveyed to Department along with weekly status report.
4. This issues with the approval of Competent Authority.

Encl: 15 pages.


(Sanjay Kumar)
Joint Secretary(A&A)

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

Copy also to:

1. All Administrative Heads of Units / PSUs/Aided Institutions of DAE
2. Under Secretary (Adm.), DAE – For further necessary action in respect of DAE Secretariat
3. Head, CISD, DAE – For uploading the above communication in DAE Website
4. All Officers and Sections in DAE Secretariat – through DARPAN
5. Secretary, Staff Side, DAE Departmental Council