

Message to all employees of RRCAT, Indore

Dear Colleagues,

In this situation of crisis, you all are requested to take proper care of your family members as well as yourself. We all should not forget about our extended family, which includes our colleagues. All are requested to remain within own homes and religiously follow social distancing while maintaining necessary hygiene practices to prevent spread of COVID-19.

It is emphasized that Govt. of India has made Work From Home (WFH) as mandatory to secure health of all countrymen, which shall never be understood as paid leave/ holiday.

In fact, we as Govt. employees stand to have much higher responsibility during this phase of National Crisis. Therefore, we must remain responsible towards society at large by way of being cooperative by strictly adhering to directives of Govt and local authorities, not spreading unconfirmed material/news which has potential to set in panic etc. In short, each one of us shall act and do things as a solution to the situation and not a problem.

Nevertheless, we all assume the responsibility of bring back the country on track at the earliest possible time after this upheaval of National Disaster starts to show the recovery and revival of country's activities ensues. Needless to say that besides social responsibility, we stand to work hard in this crisis to keep all our official activities updated and progressed on all fronts by utilizing all means available at our disposal. Hence, as least of the activities, it is essential to comply with following:

1. To remain available on your phone/ mobile/ mail at all times and be alert to attend to calls or messages or mails promptly.

2. All GDs, ADs and HoDIs must remain in direct touch with their each and every officer and staff at least once in a day for their well-being and impress upon them to remain in harmony with the situation at home. Additionally, assign official work to all functional key officials, which are otherwise not possible to be done in daily hustle, such as detailing of the activities, report preparation, analysis of experiments to name a few. This includes arranging discussion meeting on conferencing mode on regular basis to discuss and

finalise daily activities with different groups at pre-fixed time. All are requested to initiate immediately formation of official task-wise tele-discussion groups in respective Divisions / Independent Sections and define a roster of daily meetings, preferably including Saturdays and Sundays.

3. Please impress upon your colleagues to gainfully utilise this duration in studying latest technological trends and sharing the same on daily discussion meets to find a way ahead for next activity in a systematic manner.

4. Please ensure that any official document exchanged over public web address (gmail/ yahoo etc.) is password protected and HoDIs may instruct the colleagues accordingly for such needs wherever applicable and in case of doubt, please confirm with respective AD or GD before exchange.

Let's all work together at this need of hour and make our social contributions count in big way for the country.

With best wishes and regards,

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