

Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advance Technology
Administration Division

PO: CAT
Indore - 452013

Ref No. 14/05/2020-GAC/

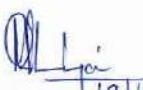
April 19, 2020

Sub: Preventive measure to contain the spread of COVID-19

In the supersession of circular no. 14/05/2020-GAC dated 23/03/2020, 25/03/2020 and 14/04/2020, the following instructions are hereby issued for implementation in accordance with DAE circular No. 16/6/2020-SCS/COVID-19/4038 dated 15/04/2020 (copy enclosed) :-

- a) Officers in the level of SO/F (Level-13) and above and residing in the colony shall attend office with immediate effect.
- b) All Heads of Divisions / Independent Sections including administration, purchase/stores and finance shall immediately draw up rosters of employees below the rank of SO/F of those residing in colony upto total of 33% for everyday and assign them to attend office in rotation with immediate effect. All such everyday rosters shall be sent to O/o the undersigned for records.
- c) Office timing for all employees will be flexi time starting from 08:00hrs onwards to facilitate and ease out the compliance to social distancing at any point during transit. Employees are required to attend office by maintaining social distancing while in transit from residence and also in the office. Everyday employees shall transit between their residence and office only for attending office, and avoid any undesirable movements within colony.
- d) Canteen service will not be available. All are requested to bring food from home.
- e) Essential Staff will continue to work as per schedule prepared by respective Heads of Division/Independent Section already mentioned vide circular dated 23/3/2020 and 25/3/2020.
- f) Officials who are not in the roster or not required to attend office on any day shall continue to work from home and shall remain available on landline/ mobile/ e-mail and electronic modes of communication at all the time and shall attend the office in case of any exigencies of work.
- g) All the employees attending office shall follow at all times strictly the preventive measures of using mask, hand sanitization, hand wash and social distancing including the procedure to be followed while leaving home as well as on reaching home every time (copy of advisory attached). Please note that the instructions are strictly complied with so as to help in breaking the chain of COVID 19 and thus prevent its spread. Any violation of above instructions will attract strict action as per orders issued by District Collector, Indore from time to time.
- h) This order remains effective till 3rd May 2020 or any other enforcement directives issued by District Administration depending upon the prevailing situation with regard to COVID-19 and accordingly instructions in regard to attending office for the employees residing outside colony will be intimated.

This issues with the approval of Director, RRCAT.


19/4/2020
(Shailaja Prakasam)
Chief Administrative Officer

Encl. : as above.

All officials through mail all

Copy for information to:

1. Joint Secretary (A&A), DAE, Mumbai
2. All Heads of Division / Independent Sections, RRCAT
3. Dy. Commandant, CISF Unit, RRCAT
4. Security Officer, RRCAT
5. In -Charge, RMC, RRCAT.

MOST IMMEDIATE

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

अणुशक्ति भवन/Anushakti Bhavan,
छ. शि.म. मार्ग/C.S.M Marg,
मुंबई/Mumbai - 400 001.
☎ 022-22022661
Email: sectcord@dae.gov.in

No.16/6/2020-SCS/COVID-19/ 4038

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.

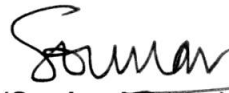
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iv) All other instructions as stipulated at Sr.No. (v) to (xi) of DAE Circular of even No.4016 dated 23.03.2020 shall also be adhered to.

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

Ref No. 14/05/2020-GAC

April 10, 2020.

Advisory to essential staff of RRCAT

As you all are aware that due to lockdown, all the staff are working from home. However, some of our colleagues who are part of essential services are required to attend their respective offices. Keeping in mind the safety and health of these indispensable essential staff, all concerned HODs and/or reporting officials are requested to bring to the notice of such staff the following: -

Things to be done while at work outside home: -

1. Make arrangement to sanitize their work area whenever required.
2. Use personal soap and sanitizers.
3. Don't shake hands.
4. Avoid touching eyes, nose and mouth.
5. Maintain personal hygiene and always keep a safe distance of at least one meter from persons during interaction in office/workplace.
6. Always use a mask.
7. Cover your nose and mouth with a tissue or cloth while sneezing and coughing.
8. Never sit in groups in office/workplace

Things to be done at homewhile going back from work: -

1. Call people at home just before leaving work place and inform at what time you shall be reaching home. In case no one is at home please make arrangements of following applicable steps before leaving for duty as feasible.
2. Don't touch any metallic object like switch of door-bell, door handle while entering the house instead ask someone to keep the door open in advance else use a key if alone and sanitize immediately.
3. Ask someone at home to keep a bucket of water with washing soap powder at the front door. Make suitable arrangement prior to leaving, if alone.
4. Keep things like car keys, pen, sanitizer, watch, phone, ID card etc. in a box/place outside the door.
5. Wash hands in the soapy water at the entrance using soap water kept for this purpose.
6. Use a tissue and sanitizer and wipe the items that has been placed in the box/place outside the door.
7. Wash hands with soap again and then enter the house without touching anything and go straight to the bathroom.
8. All clothes should be immediately soaked in a bucket with washing detergent.
9. Take a bath, shampoo hair and body bath with soap.
10. Wash clothes preferably with hot water and dry clothes in direct sunlight.

The above advisory shall be followed in letter and spirit.
Keep yourself safe and healthy.

RRCAT Administration

To,
All concerned HODs and all essential staff of RRCAT