

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/

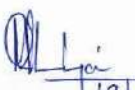
April 19, 2020

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.