

इंजिन निर्माणी, आवडी, चेन्नै-600054 ENGINE FACTORY AVADI, CHENNAI - 600 054
निर्माणी आदेश भाग -I द्वारा FACTORY ORDER PART - I BY
श्री आर. श्याम सुन्दर, भा.आ.नि.से., महाप्रबंधक
SHRI R. SHYAM SUNDER, I.O.F.S., GENERAL MANAGER

सं. No. 1550

दि. Dated: 23.03.2020

Sub.:- Preventive measures to contain the spread of COVID-19 – Closure of Factory Establishment except for essential services from 23.03.2020 to 31.03.2020.

In accordance with DoP&T O.M. No.11013/9/2014-Estt-(A-III) dated 22.03.2020 and in view of extra-ordinary situation arising out of COVID-19, it has been decided that the Factory establishment shall remain closed from 23.03.2020 to 31.03.2020 except for Yard, CM, EM, Fire Brigade, MT, ITC, FHC, GMS Security and sections which are dealing with essential services as a preventive measure against spread of COVID-19.

The Divisional Officers / Group Officers of the essential sections in consultation with respective Controlling Officers handling essential services shall prepare a Roster for deployment of Officers/staff/employees/contract labour for the week 23.03.2020 to 31.03.2020 on bare essential requirement basis. The Divisional Officers / Head of Sections will be responsible for communicating the said roster to their concerned staff.

All the remaining Officers / NIEs / IEs will be at their Home (working from Home). They should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work. No permission for station leave in this period shall be sanctioned.

This supercedes the instructions issued vide Circular No.EFA/A/ADMIN/014/TO dated 21.03.2020 issued in light of the DoP&T O.M. dated 19.03.2020 & 20.03.2020 for deployment of employees within 50% limit.

(विग्नेश्वरन. सी VIGNESHWARAN. C)

का.प्र./प्रशासन WM /ADMIN

कृते महाप्रबंधक FOR GENERAL MANAGER

To
All Concerned