

प्रतिबंधित
RESTRICTED

केवल कार्यालयीन प्रयोग हेतु
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इंजिन निर्माणी, आवडी, चेन्नई-600054
ENGINE FACTORY, AVADI, CHENNAI-600054.

निर्माणी आदेश भाग-I द्वारा
FACTORY ORDER PART-I BY
श्री/SHRI R. SHYAM SUNDER, I.O.F.S, GENERAL MANAGER

सं./No. 1552

दिनांक/Dt: 14/04/2020

SUB: Preventive measures to contain the spread of COVID-19 – closure of Factory Establishment Except for Essential Service till 03/05/2020.
REF: EFA FO Part I No.1550 Dated. 23/03/2020 and 1551 Dated. 30/03/2020.

In continuation of circulars cited at reference above, and Prime Minister's address on 14/04/2020 regarding extension of Lock Down to contain spread of COVID-19 upto 03/05/2020 it has been decided that from 15/04/2020 to 03/05/2020 the factory will work with skeletal strength (Officers NGOs, NIES & IEs & contract/outsourced employees) to engage in all the essential services like EM, SAFETY, SECURITY, GMS, ADMIN, BG, TO, CASH, FHC, CM, WATER SUPPLY, MT, ITC, Telephones, Yard and any other section including production and maintenance sections as necessary.

The Divisional Officers / Group Officers of the above sections in consultation with their respective Controlling Officers shall prepare a Roster for deployment of Officers/Staff/employees/contract labour for the period from 15/04/2020 to 03/05/2020 on bare essential requirement basis. Deployment may also be arranged by concerned Divisional Officers/ Head of the Sections of Production sections for essential activities to keep the plant and machinery in running condition and to meet safety requirements. 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.

The above contents are subject to any change consequent to the further instructions form OFB/Local Administration/State Government/Central Government.

This is issued with the approval of General Manager.



(विघ्नेश्वरन .सी VIGNESHWARAN.C)

कार्य प्रबंधक/प्रशासन Works Manager/Admin

कृते महाप्रबंधक for GENERAL MANAGER