

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. 1556

दि.Dated: 12.05.2020

विशय Sub.: Resumption of work in the factory w.e.f. 13.05.2020 – Reg.

- संदर्भ Ref.: 1. EFA FO Part-I No.1550 dated 23.03.2020, No.1551 dated 30.03.2020, No.1552 dated 14.04.2020 and No.1554 dated 03.05.2020.  
2. EFA FO Part-I No.1555 dated 05.05.2020.  
3. O/o The Dist. Collector Tiruvallur letter No.7936/2020/I1 dated 11.05.2020

Consequent on permission received from the Office of District Collector, Tiruvallur to resume regular activities of the Factory with 33% of total strength vide letter under ref.(3), it has been decided by the Competent Authority to resume regular activities in the Factory accordingly w.e.f. 13.05.2020 (F/N). It has also been decided that all Group-A Officers, Head of Sections and essential duty employees will attend regular duty daily. The remaining of the 33% of total strength will be detailed by the concerned DOs / HOSs depending on the requirement in consultation with their GOs / Controlling Officers.

II. The Competent Authority has stipulated the following guidelines for attending the duty:

1. All employees are requested to download AROGYA SETU app launched by the Government to check their health status in fighting COVID-19. Employees should run a check of their status from AROGYA SETU APP daily prior to starting from Home for the Factory. The employee should attend the work only if the status is “Safe” or “Low Risk” as indicated in the App. If the status is shown as “Moderate” or “High Risk”, the employee should not attend the Factory and should self-isolate for 14 days till the status becomes either “Safe” or “Low Risk”.

2. All the employees should give a self-declaration on their health status and travel history one day in advance prior to restarting of the Factory in the prescribed format available at Website <https://efaofb.in> Employees who are unable to fill the self-declaration form online for any reason have to fill it at the Gate before entering the Factory.

3. Factory will function on only one shift except for essential sections like Security, Fire Brigade, etc. However, Entry and Exit of employees will be regulated in a phased manner. Sections will divide the employees to be called for duty in regular shift into Three groups. The groups will be having Entry, Exit and Lunch as per the following timings:

Movement	Group	Timing (in Hrs.)
Entry	Group-1	0730
	Group-2	0800
	Group-3	0830
Exit	Group-1	1645
	Group-2	1715
	Group-3	1745
Lunch	Group-1	1215 – 1300
	Group-2	1245 – 1330
	Group-3	1300 – 1345

5. Employees must ensure themselves to be present well-in-advance to the above-mentioned timings to avoid unnecessary crowding at the gate.
6. All the employees must comply with the instructions stipulated in the Standard Operating Procedures published vide EFA F.O. Part-I No.1555 dated 05.05.2020 and the guidelines published by the Tamilnadu Government and Government of India from time to time. Employees should always wear mask, wash their hands frequently and maintain social distance, at all times, while being inside the factory.
7. On entering the gate, the following procedures to be strictly followed:
- Temperature Checking
  - Hand-washing
  - Proper sanitizing of vehicles (whoever already permitted to bring the vehicle inside the factory)
  - Proper Social Distancing while mustering.
8. All employees are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should follow the instructions stipulated in the Standard Operating Procedures published vide EFA F.O. Part-I No.1555 dated 05.05.2020. Employees residing in COVID containment area should not attend factory.
- 9.. It has also been decided that for the time being the Industrial Canteen will be closed. Hence employees are advised to bring their own lunch from home.
10. GOs / NGOs / NIEs / IEs, other than 33% of total strength detailed for work, will be at their home (working from Home). They should be available on telephone or 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 leaves in this period shall be sanctioned.
11. The permission granted by the District Collector is purely temporary and is subject to withdrawal in the event of non-compliance of any employee. It may also be noted that external agencies like Industries Inspector and Assistant Director, Labour Welfare Board can conduct inspections on implementation of permission conditions.
- III. The above contents are subject to any change consequent to the further instructions from OFB/Local Administration/State Government/Central Government.



( विग्नेशवरन. सी VIGNESHWARAN. C )

का.प्र./प्रशासन WM /ADMIN

कृते महाप्रबंधक FOR GENERAL MANAGER

To  
All Concerned