

Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology

PO: CAT
Indore – 452 013

Ref. No. 14/05/2020-GAC/3611

April 30, 2021

CIRCULAR

Sub: **Preventive measures to contain spread of Novel Coronavirus (COVID-19)-attendance of Central Government officials-regarding**

Reference DoPT OM No.11013/9/2014/Estt.A-III dated 19.04.2021 on the subject mentioned above.


2. In compliance with the above guidelines, the following directions are issued for strict implementation in RRCAT with immediate effect:

- (i) Officials of the level of SO/D and equivalent (pay matrix level 11) or below be allowed to work from home and also their physical attendance in office be restricted to 50 % of the actual overall strength. Rosters for their attendance to be prepared by concerned Head of Division/ Independent Section and submit the same for approval of respective Group Director. All officials who do not attend office on a particular day are to make themselves available on telephone and other electronic means of communication at all time from their residence and work from home.
- (ii) All the Officials-equivalent to SO/E (pay matrix level 12) and above are to attend the office on regular basis, including Non-Gazatted Officials in pay matrix level 12 and above.
- (iii) However, Head of Division/ Independent Section with approval of Group Director may call more than 50% staff in the level 11 and below for any work related exigencies for duty in person.

- (iv) Essential Services staff (Fire, Security, all Drivers, CSD staff working for essential services, Medical Staff) and Round the Clock shift operations etc. shall continue to function with full attendance.
- (v) All the officials residing in containment zones / micro containment zone shall continue to be exempted from coming to office till the containment zone / micro containment zone is de-notified.
- (vi) Employees attending office shall observe staggered timing in following three shifts:
 - a. General Shift 1 : 08:30- 1700 hrs.
 - b. General Shift 2 : 09.00- 1730 hrs.
 - c. General Shift 3 : 09.30-18.00 hrs.
- (vii) The shifts for the employees will be allotted by respective Head of Division/ Independent Section and functional heads in one third manner of their respective employee strength in each shift so as to avoid crowding and ensure social distancing at Colony Gate and Guard House.
- (viii) All employees are required to follow COVID-19 related precautions and guidelines issued from time to time by Ministry of Home Affairs and local administration.
- (ix) The officers awarding contract should ensure that the contractor is adhering to all COVID-19 related precautions in respect of contract workers of the contractor while working in the office premises at all times. Attendance of contract workers will be regulated as per orders issued by Local Authorities from time to time.*
- (x) All officials who attend office shall strictly follow Covid-19 appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

- (xi) Meetings as far as possible to be conducted through video conferencing/ eSabha.
- (xii) Entry passes of outsider/visitors to be curtailed. Head of Division/ Independent Section must obtain a formal approval of Group Director (of Associate Director in case of absence of Group Director) by email before according approval for a Casual Entry Permit (CEP).
3. Above directions will come into effect from 21/04/2021 and will remain in force till 30/04/2021 or until further orders whichever is earlier.
4. Co-operation of all is requested to ensure a healthy atmosphere in RRCAT and its premises.

This issues with the approval Director, RRCAT.


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(S.S. Gondane)
Chief Administrative Officer

All Group Directors,
All Associate Directors,
All Division Heads/Section Heads/Lab Heads, RRCAT
Mail All

- Copy to :-
1. Office of Director, RRCAT
 2. Regional Director (P&S), RRCAT
 3. Dy. Controller of Accounts, RRCAT
 4. Dy. Commandant, CISF, RRCAT
 5. Dy. Chief Security Officer, RRCAT