

**INTER DEPARTMENTAL MEMORANDUM**

Ref. No. NB.HRMD.PPD/ 7175 /Welfare (Misc)/2019-20 dated 20 March 2020

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From : CGM, HRMD-PPD

To : CGMs/OIC, All HO Departments/Subsidiaries at HO

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**Novel Corona Virus (COVID-19) –Business Continuity and Preventive Measures**

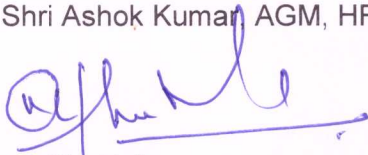
In addition to the measures already indicated in our IDM No. NB.HRMD.PPD/7100/ Welfare (Misc)/2019-20 dated 19 March 2020, it has been decided that in respect of critical and non critical Head Office Departments in Mumbai, Chief General Managers, General Managers and Private Secretaries have to attend office regularly. However, in case of critical departments, the total staff strength present in office on any day, including CGM, GM and PS, should not exceed 25%.

2. Though staff from non critical departments have been allowed to work from home, in case of emergent office work/exigencies, the total staff strength present in office on any day, should also not exceed 25%.

3. All other instructions contained in our IDM No.NB.HRMD.PPD/7100/ Welfare (Misc)/2019-20 dated 19 March 2020, remain unchanged. This will come into effect from Saturday, 21 March 2020.

4. For medical emergency, a help desk has been set up at Head Office comprising of the following :

- i. Dr. Pankaj B Maniar, Senior Medical Officer (Ph. 26539771/ 9821023535)
- ii. Shri M Srinadh, AGM, HRMD – Superannuation Cell (Ph. 26539080/9819555091)
- iii. Shri Ashok Kumar, AGM, HRMD – Bills Section (Ph. 26539391/ 7033585465)



(Arun Shukla)  
Chief General Manager