

INTER DEPARTMENTAL MEMORANDUM

Ref. No. NB.HRMD.PPD/ 7100 /Welfare(Misc.)/2019-20 dated 19 March 2020

From: CGM, HRMD-PPD

To: CGMs/OIC, All HO Departments

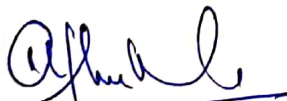
Novel Corona Virus (COVID - 19) – Business Continuity and Preventive Measures

In continuation of PPD Circular No. NB.HRMD.PPD/C-11/welfare(Misc)/2019-20 dated 18 March 2020, the following preventive measures have been taken to ensure business continuity in respect of HO departments in Mumbai :

1. All officers in Grades 'D' and above as also Private Secretaries need to attend office on regular basis, irrespective of the department.
2. The following Departments have been identified as 'critical' departments in HO, Mumbai :
 - i. Accounts Department
 - ii. Finance Department
 - iii. Business Initiatives Department
 - iv. State Projects Department
 - v. Human Resources Management Department
 - vi. Department of Information Technology
 - vii. Department of Refinance
 - viii. DPSP
 - ix. RMD
3. In order to ensure business continuity, HODs of critical departments may ensure that adequate number of staff members upto Grade 'C' come to office on rotation basis. The departments will keep a record of employees working on rotation basis and apprise HRMD. Remaining staff are expected to work from home as per work assigned to them.
4. Staff from non-critical departments may work from home and ensure adherence to prescribed work/ timelines. However, in case of need, such HODs may take necessary decision to meet emergent office work/exigencies. The staff working from home should not leave Headquarters.
5. All employees not reporting at the workplace and working from home should be in readiness to report for duty at the workplace at short notice in case their services are called for.

6. Such employees should ensure due confidentiality and safety of information / data at their disposal.
7. Departments having contract staff may ensure that only critical contract staff are physically present in office to ensure business continuity.
8. Employees attending office may be advised to desist from using public transport, as far as possible.
9. The computer room on 8th Floor, 'A' wing in Head Office, will be kept ready with all the necessary amenities for any emergent work situation.
10. Staff/employees observed to be having persistent dry cough or any other symptoms of COVID-19 may be reported to BMO/ state authorities.
11. Fumigation/sanitisation of critical areas like lounge, meeting rooms etc., will be done on regular basis.
12. Visitors should not be permitted in office unless necessary.
13. Those staff members who are on leave will continue to be treated on leave till the termination of leave period.
14. Data on employees who have been / will be advised to take admissible leave (Format A)/ tested positive for COVID-19 (Format B) may be reported to HRMD,HO as per enclosed format.
15. Similar measures can be adopted by CGMs/OICs at ROs/TEs and Subsidiaries. They may take necessary decision based on local need and emergent situation. HRMD, HO may be kept apprised in this regard.

These measures will come into force with immediate effect and continue upto 31 March, 2020 or till further orders, whichever is earlier.



Arun Shukla
Chief General Manager

Encl : As above

Annexure

Format A

Data on employees who were advised to take admissible leave for the week ending

| Name of Dept. /RO | Name of employee | Designation | Age | Reason for advising to take admissible leave | Remarks, if any |
|-------------------|------------------|-------------|-----|--|-----------------|
| | | | | | |

Format B

Data on employees tested positive COVID-19

| Date | Name of Dept/ /RO | Name of employee | Designation | Age | Date of detection | Remarks, if any |
|------|-------------------|------------------|-------------|-----|-------------------|-----------------|
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