

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

Seminary Hills,
Nagpur – 440 006

Human Resource Division

No: MECL/HR/IR/COVID19/2020/

Date: 22.03.2020


CIRCULAR

SUB: Preventive Measures to be taken to contain spread of COVID19

In continuation to our previous circular No. MECL/HR/IR/COVID19/2020/1624 dated 20.03.2020 on the subject, the following instructions may be followed & implemented by all concerned, in line with DPEO.M. No 10037/2014-GM-FTS-1867 dated 22.03.2020

1. **For Permanent Establishments i.e. Corporate Office, Nagpur, CMC Nagpur, All Laboratories, CSD Hingna, RMC Hingna, Zonal Office-Ranchi, RMC Ranchi, Zonal Office-Hyderabad & Liaison Office, Delhi, IBDC Kolkata**
 - a. The concerned controlling officer viz., concerned GM/HOD/ZM to draw up Roster of Staff required to render essential services keeping in view work/production exigencies, in their respective functional areas. These employees alone are to be asked to attend office from 23rd March 2020 till 31st March 2020. In other words, every function shall continue to function- but with selected skeletal staff as deemed necessary by concerned Controlling Officers.
 - b. During this period, all remaining officials are to work from home & shall remain available on telephone and electronic means of communication at all times, and should attend office if called for any exigency of work.
2. **For Project Offices & Site Locations facing Lockdown or Imposition of CrPC Section 144**
 - a. Concerned Project Managers to ensure adherence of relevant orders issued by concerned district administration.
 - b. Projects/Sites where Lockdown/ CrPC Section 144 has not been imposed shall continue to operate as per instructions contained in Circular No. MECL/HR/IR/COVID19/2020/1624 dated 20.03.2020 on the subject
3. These orders shall be applicable with immediate effect and will remain in force till 31st March, 2020 or until further instruction in this regard.

This issues with the approval of Competent Authority.


22/03/2020
Dr. Ch. Sreerama Murthy
General Manager (HR)

Copy To:

1. CMD
2. D (T)

3. D (F)
4. CVO
5. All GMs/DGMs/HODs
6. All ZMs
7. All PMs/OICs
8. All Notice Boards