

CIRCULAR

21st March, 2020

Sub : Restriction on Visitors / Housekeeper's in Township

The Novel Corona Virus is an ongoing pandemic and is a matter of concern. The outbreak has been reported in more than 160 countries. It is the need of the hour to take precautions and preventive measures.

As a precautionary measure visitors shall be discouraged and only be allowed in exigency situation after due sanitization and thermal scanning in Township / Plant. Also, residents of Township are requested to refrain from calling their housekeepers till 15th April, 2020, as far as possible.

Cooperation from all employees & residents of Township is solicited.

This is issued with the approval of the Competent Authority.

Warm regards,

A K Mall
21/03/2020
A K Mall
DGM (P&A)

Distribution:

Unit Head
GMs / JGMs / DGMs / Sec-Heads,
President & G.S. – IOA & IEU
Notice Board.