CIRCULAR

Sub: Preventive measures to contain Covid-19 Pandemic.

ADA circular dated 25th April 2020 on subject matter refers.

2. All Project Assistants of ADA having Medical Insurance coverage may report for duty immediately. Those Project Assistants not having medical Insurance coverage may get the medical Insurance done and then report for duty at the earliest.

This issues with the approval of the competent authority, ADA.

(Lochana Krishnamurthy)
Chief Admin Officer

To:
All Project Assistants (thru ADA web site / MIS)

Cc: All PDs/TDs: with a request to direct all the Proj Assts to abide by the above requirement and attend duty at the earliest.
ADA
AERONAUTICAL DEVELOPMENT AGENCY
(Ministry of Defence, Govt. of India)
P B No. 1718, Vimanapura Post, Bangalore - 560 017, India
ADMINISTRATION DEPARTMENT

ADA:ADM:COVID-19:2020:02:05

25 April 2020

Sub: Preventive measures to contain spread of COVID-19

This is in continuation of this office message dated 25.04.2019.

Further to our earlier Circulars on the subject, it is requested that w.e.f 27.04.2020, all PDs/TDs/GDs/Group Heads may call the Scientists/Engineers and Staff of their respective Directorates / Departments to attend office in two shifts from 0830 hours to 1300 hours and 1400 hours to 1830 hours (with one hour gap in between the shifts), keeping in view the social distancing as per MoHA Guidelines.

2. No roster monitoring will be done by Security. However, periodical checks will be conducted of each Directorate / Department through a Committee to monitor social distancing.

3. Face cover/face mask is mandatory for all while on duty. Employees to swipe the access control card both while entry and exit to mark their attendance.

4. On the day of reporting, the employees are required to submit an Undertaking in the prescribed form through their PD / TD / Group Heads to Administration. All employees are required to submit the Undertaking in person by 29th April 2020.

5. Employees residing in Containment Zones should submit Undertaking to their respective PDs/TDs/GDs/Group Heads through Email/WhatsApp. Employees residing in Containment Zones to work from home.

6. Parents of children below the age of 5 years may be encouraged to work from home.

7. This issues with the approval of the Competent Authority.

Sheela Rajeev
Chief Administrative Officer
for DIRECTOR (ADMN & HR)

To: All PDs/TDs/GDs/Group Heads
All Employees of ADA through MIS

cc: PGD(CA) & Director ADA
FA to DG-ADA / Dir (Admn & HR)