

CIRCULAR

RIFLE FACTORY ISHAPORE

No. 211

31.05.2020

Sub:- Continuation of operations in factory from 01/06/2020 - regarding.

The Government of West Bengal vide its Memo NO. 218-CS/2020 Dated 30/05/2020 has issued certain guidelines with respect to implementation of lockdown measures in West Bengal. The West Bengal Government has permitted Industrial operations with 100% of strength of workers w.e.f. 01/06/2020, except in areas designated as Affected Areas.

Accordingly Rifle Factory will operate with 100% strength from 01/06/2020. The Working Hours and shift timings of the factory has already been issued vide F.O No. 73 dated 29/05/2020.

All employees are directed to join their duties as per the following conditions:-

- 1) All employees including contract labours have to mandatorily submit self declaration on their "Health and Travel History" of last one month. For this already an online form has been circulated through electronic means of communication. It is preferable the online form should be filled by all the employees .HOS of the sections to give wide circulation and to ensure all employees under their control submit this form(if not already submitted). For Contract Labourers a Format of the form is enclosed all user sections to get this filled by their labours and keep it for record.
- 2) All employees, including contract labourers, who are put under quarantine or are residing in Containment Zone as declared by the State Govt should not attend factory. They will continue to work from home. It will be the responsibility of the individual to inform his/her HOS/DO about the same.
- 3) Employees with co-morbidities and undergoing treatment for these ailments before lockdown, on production of medical prescription from treating physician under CGHS/CSMA Rules will be permitted to Work From Home, he/she must intimate his/her HOS/DO. Also a pregnant employee is also permitted to work from home, she must intimate her HOS/DO.
- 4) All employees including from Allied Establishments and contract labourers should download and use Government's "ArogyaSetu" app and update their health status on the App also and come to factory only when it shows their health status as "safe" or Low risk. Any change in status should be intimated to HOS/DO.
- 5) All employees including from Allied Establishments and contract labourers should bring their own face masks and will compulsory wear a face mask for their own safety and safety of others. They should wash their facemasks, handkerchiefs and clothes at home daily with soap/detergent and boiling water.
- 6) Thermal Scanning is mandatory for all employees while entering the factory. Arrangements have been made at Main Gate for Thermal Scanning, all employees should willingly come forward for Thermal Scanning and should cooperate with security in all their drills. While Mustering in and Mustering out social distance of 6 feet (2 gaz ki doori) should be maintained. While Mustering in Late marking will be relaxed.

- 7) All employees including from Allied Establishments and contract labourers will compulsorily wear shoes while coming to factory. Chappal/Sandals will not be allowed. All norms of Social Distancing must be strictly followed.
- 8) The EARS machines installed in the factory are contact-less and attendance is recorded through RFID hence employees should follow the same.
- 9) Employees including contract labourers should bring their own Lunch/ Tiffin box as services of the Industrial canteen will remain suspended.
- 10) All employees should bring their own soap and wash their hand regularly. Individual soap should not be shared.
- 11) Employees including contract labourers if they are suffering from flu like symptoms they should seek medical advice and inform superior officer over phone. They should not attend factory and if diagnosed as a suspected/confirmed case of COVID-19 should immediately inform his superior.
- 12) Employees should not move in groups inside the factory. They should not move outside their work spot unless movement is work related.
- 13) All employees, including from allied establishments and contract labourers are requested to carry only one small cotton carry bag for Tiffin/Lunch box, water bottle and medicine. No Backpacks/laptop bags will be permitted inside the factory.
- 14) Consumption of Paan, Gutka, Tobacco etc. and spitting is strictly prohibited, all employees are advised to follow this strictly.
- 15) Circular No 210 Dated 30.05.2020 stands cancelled.

-Sd/-
(Saurabh Singh)
DGM/Admin
For GENERAL MANAGER

Distribution: 1) All Group-A and Gr-B officers-for information and compliance .
2) Members of WC, JCM-IV, Unions and Associations- for information & wide publicity.