

एचआरएमHRM/एमपीटीपी/MPTP/2019-20/2524

दिनांकDate : 21.03.2020

All Offices / Branches

SUB: Preventive Measures to contain the spread of COVID19

In the wake of Corona Virus (COVID-19) pandemic, and in response to the advisories received from Govt. of India, Ministry of Finance, RBI, IBA various circulars / guidelines have been issued by the Bank. Standard precautionary steps to be taken by the Branch/offices were also circulated to all offices vide **HRM/TPC/2019-20/326 dated 19.03.2020.**

Our Quick Response Team (QRT) has also taken serious cognizance of the cause and has instructed the following indicative guidelines on **Social Distancing**:

1. All the Branches, Offices & Head Office Department should immediately conduct an exercise to identify critical jobs that need to be carried and arrive at the minimum required staff capacity.
2. On any day, not more than 50% of the employees should be present in office and the remaining should work from home. Zonal Offices may depute required staff from nearby branches / offices as deemed fit. Such employees must be available over telephone and other electronic means at all times. Any exigency, they may be called to attend office.
3. Such personnel who have been permitted to work from home are strictly advised to remain indoors and not to use this opportunity for travel / personal purposes.
4. Staggering work hours may be explored by Zonal Offices and implemented whenever possible. (Eg: Have alternative shift patterns of work, say from 08.00 AM to 03.00 PM, 09.00 AM to 04.00 PM, 10.00 AM to 05.00 PM).
5. No employee should be compelled to come to work if unwell. Any person with noticeable symptoms for COVID-19 must be politely asked to vacate the office premises and avail medical help.
6. Staff employed at critical functions of the Bank (such as DIT/Treasury/Service Branches etc) may be grouped under two to three batches. The critical functions are to be continuously manned by weekly

rotation of the batches formed. Reserve list of employees should be made who can be called in case of emergency.

7. All staff members are also advised to minimise / restrict their movement wherever possible.
8. All employees are advised to take care of their own health and look out for respiratory symptoms / fever and if feeling unwell should leave the workplace after informing their superior. They should observe home quarantine as per the guidelines issued by MoH&FW, Govt. of India available at the following link mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf
9. An employee must self quarantine and abstain from coming to work if he/she has someone at home who has been diagnosed with COVID-19 or has been quarantine on a precautionary basis. Such employees must follow all Mandatory Quarantine Guidelines as mentioned above.
10. Branches and Offices must take extra precaution with employees who are at higher risk i.e. Employees above 55 years of age, pregnant employees and employees who have underlying medical conditions. Care may be taken to not expose such employees to any front line work requiring direct contact with public. Employees with visual impairment and those who are wheel chair bound or need assistance to move must mandatorily be asked to work from home.
11. Branches and offices must ensure the regular and frequent cleaning and disinfecting of office premises and frequently used / touched surfaces.

These instructions shall be applicable with immediate effect, until further notifications. The above advisory must be shared on the notice board for the benefit of all.



(Naresh Kumar)

General Manager

HRM, PSD, Training & OL