



No P&A / Misc/ 2020

04 May 2020

Office Order

**Covid-19- Resumption of Work in CSL during and Post Lockdown period-
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1. Reference CSL Orders of even no dated 22nd Mar 2020, 22nd and 27th April 2020 on the above subject.
2. During the lockdown phase, based on the approval received from the Government, CSL had resumed operations in a limited way with effect from 27 April 2020 in two shifts, strictly complying with the Government directives issued in this regard by both the Central and State Governments. A detailed SOP had also been prepared and internally circulated for strict adherence.
3. To contain the spread of Covid-19 virus, the Government of India has since extended the lock down in the country for a further two weeks from 04 May 2020, and inter alia has classified various districts in the country under, Red, Orange and Green zones and issued detailed guidelines to all concerned regulating various permissible and restricted activities in the various zones in the country. Government has notified Ernakulam district in the green zone. The Ministry of Home Affairs Govt of India vide their OM No 40-3/2020 -DM-1(A) dated 01 May 2020, have since issued detailed guidelines and the same would come into force with effect from 04 May 2020.
4. In pursuant to the new guidelines as issued by the Government and in partial supersession to the existing orders issued by CSL in this regard for resumption of work during the lockdown period and post lockdown, the following revised guidelines stand promulgated and shall come into effect from 06 May 2020.
5. All HODs are directed to draw up a roster of personnel (Executives up to SM, Supervisors, Workmen and Contract Workmen directly engaged by



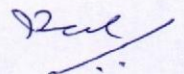
CSL) for being deployed in **two shifts A & B**. All employees in the above category are to be included without any exceptions. Each shift shall work with 50% of employees on the rolls of the company and the roster of employees for duty in shifts shall be as per existing orders and revised guidelines of MHA, GoI dated 01 May 2020.

6. The revised Shift timings would be as follows in order to reduce the density of personnel at work spots and to meet social distancing and sanitation norms.

Shift A: 07 00 Hrs to 12 45 Hrs

Shift B: 13 15 Hrs to 19 00 Hrs

7. A detailed Work Roster is to be prepared by the HOD through the concerned officer in each area, and it is to be strictly ensured by the HODs that **all employees** in all the above categories to be deployed for work are covered in the said roster, grouped and be assigned to a particular shift. In exceptional circumstances, due to some reason, ***if an employee is not to be rostered for duty, the same shall be done only with approval of CGM(HR). Persons with Co-morbidities, pregnant women can be exempted from the roster/ shift duties based on their specific request and approval of CGM (HR).***
8. Employees in A shift shall be rotated to the B shift and vice versa on a weekly basis. ***However, it is to be ensured that they continue along in the same group while being deployed in shifts during the subsequent weeks.*** This is to avoid a situation where more employees may require to go under quarantine in case of detection of an infection of an employee. Changing of groups, once deployed should be avoided unless there are very strong reasons for the same and only with the concurrence of the HoD.
9. Above shift timing are not applicable for service and emergency service areas that operate 24 hrs on three shift basis. In these areas, the normal existing system shall continue.
10. Executives in the grades of AGM and above may continue to attend duty in shift C commencing from 0900Hrs to 1600 Hrs, depending upon work requirements. HODs may decide on staggered timing also based on requirements. In the case of these executives, availability on need basis is to ensured.

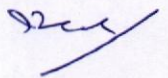


11. Considering that considerable production has been lost due to lockdown and considerable loss of opportunity on the business front, there is a need to increase productivity and try to make up the lost time and business opportunities. The shift timings have been reduced from the normal period of 8:45 hrs to 5:45 hrs considering the present crisis situation and therefore more focused and intense work culture needs to be followed so that the company is able to meet future targets and its committed expenses. To meet this objective, the following changes in work timings are also promulgated.
 - a. The second and fourth Saturdays which are closed holidays at present, shall hence forth cease to be closed holidays, and be declared as normal working days. There would be six working days in a week and the above shift timing would be followed.
 - b. There shall be no grace time for punching in / punching out in the shift A & B.
 - c. Punctuality is to be ensured at work spot in starting and stopping of work and the cooperation of all employees is requested in this regard.
 - d. The tea break shall be for 10 minutes; at 10 AM for shift A and at 3PM for shift B.
12. Canteen/Mess Service shall not available and employees / executives on 8hr shifts and C shift and are advised to bring food from home and avail the same, following social distancing norms.
13. It is to be ensured that people do not sit or move in groups without adequate social spacing and use of protective mask in public areas should be insisted upon. No gathering of five or more persons is allowed as per Govt guidelines. Large physical meetings need to be avoided.
14. The working arrangements detailed from para 5 to 13 shall continue until further orders in this regard.
15. The following guidelines would be followed for regularization of attendance
 - (a) The attendance of employees who attend duty as per roster would be regulated based on the duty roster and shift assigned.
 - (b) Employees who are not rostered for duty, shall be considered as

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working from home (WFH).

- (c) In the case of employees at CMSRU where lock down continues, all employees shall be considered as working from home, until further orders.
- (d) Attendance of Employees who have been directed to be on quarantine for a specific period by the Management or by the Health Department of Government of Kerala State shall be regularized by granting Quarantine Leave (QL). Such employees shall produce medical fitness certificate from Government Doctor to prove both the quarantine requirement and the medical fitness to resume duty (being tested as Covid-19 negative). Medical certificate shall be subject to verification by CMO/MO of CSL.
- (e) Employees whose residential address as per records of the company are outside the Ernakulam District shall be granted special leave till 08th of May 2020 to make alternate local arrangements for attending duty. Such leave will have to applied by the employee with sufficient proof and recommendation of the reporting officer and sanctioned by DGM(P&A).
- (f) After 06 May 2020, employees not falling under any containment Zone specifically so ear marked by the Government and absenting unauthorizdly shall not be considered on Work from Home or on Quarantine Leave. Their absence would be addressed by sanctioning available leave in their credit, based on their application. The notifications issued by the Govt as and when issued with regard to containment zones shall be considered in this case.
- (g) Employees on official tour prior to lockdown period and got stranded outside the Head Quarters during the lockdown period i.e. up to 05th May 2020, shall deemed to be Work from Home after expiry of sanctioned tour.
- (h) Employees who are rostered and not attending duty from 27th of April/ 06 May 2020, as the case may be, in the assigned shift, and have not submitted application for leave in credit, will be marked absent.

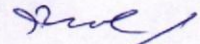


(i) The quarantine leave (QL) and Working from Home (WFH) shall be treated as authorized leave for payment of salary.

16. All other guidelines/ directives/ protocols notified earlier as contained in the earlier office orders and SOP not specifically mentioned herein or amended, would continue until further orders. All employees are directed to strictly comply with these directives while inside CSL and commuting for attending duty.

17. The above orders will ipso-facto be applicable to all employees engaged in ISRF.

18. This issues with the approval of the competent authority.



(K J Ramesh)
CGM (HR &TRG)

To

All Concerned.

Cc:

D(O)/D(T)/DF)

CVO/

CGMs/GMs/DGMs/EA to CMD

CMO/MO/Co Secy/DC (CISF)

Secretary-CSEO/CSEF/CSEU/SES/CSSSA/CSOA

Secretary Cochin Shipyard Contractors Association/Federation

Secretary CSWU