



Rajasthan State Mines & Minerals Limited

(A Government of Rajasthan Enterprise)

Corporate Office : 4, Meera Marg, Udaipur - 313 001

Registered Office : C-89-90, Lal Kothi Scheme, Jaipur, CIN-U14109RJ1949SGC000505

Phone : 0294-2428763/64/65/66/67, Fax : 0294-2428770/2428739

e-mail : info.rsmml@rajasthan.gov.in, Website: www.rsmml.com

Ref.:- RSMML/CO/Pers/10(1)/2015- 1092

Day: 08., Week: 16.

Date: 7.04.2020

ORDER

Sub: Implementation of Lock Down declared by Home Department, GOR vide order No.F.33(2)Home/Gr.9/2019 dated 15.04.2020.

The lockdown imposed in the entire country for the period March 25th to April 14th, 2020 has been extended up to May 3rd, 2020 vide Order No.40-3/2020-DM-I-(A) dated April 14, 2020 issued by Ministry of Home Affairs, GOI and thereafter by the Home Department, GOR alongwith detailed guidelines vide its order dated 15.04.2020.

In compliance of above cited order dated 15.04.2020 of Home Department, GOR the lockdown period at this establishment is hereby extended further for the period from 15.04.2020 to 03.05.2020.

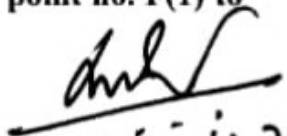
In compliance of the implementation of guidelines issued by Home Department, GoR for modified lockdown period (i.e. 20.04.2020 to 03.05.2020) vide order No.F.33(2)Home/Gr.9/2019 dated 15.04.2020 (*copy enclosed for reference*), the following implementation guidelines for the period from 20.04.2020 to 03.05.2020 are issued in respect of **all Company offices i.e. Corporate Office, Registered Office, SBU Offices- Jaipur, Jodhpur, Bikaner Jaisalmer, Barmer.**

- A. No relaxation included in these shall be applicable within the containment areas of hotspots and clusters, i.e. in the curfew areas.
- B. All the Offices of the company including SBU Head Quarters, field offices shall remain open during working hours in this period, without the need for a separate permission (unless specifically provided for) as enumerated under order dated 10.04.2020 issued by Principal Secretary Mines, Government of Rajasthan, Jaipur. (*copy enclosed for reference*)
- C. All the executives/officers under cadre E-1 to E-7 will attend their respective workplaces during working hours.
- D. One-third of Ministerial & other staff/workmen on rotation basis (i.e. W-1 to W-9S) will attend the workplaces during working hours for this purpose separate duty orders shall be issued by concern SBU Heads/Section Incharge.
- E. All staff that does not attend office shall remain "work-from-home" basis and can be called anytime for duty. They cannot leave headquarters or avail any kind of leave without prior permission from the competent authority.
- F. The following standard precautions and restrictions shall remain applicable for all areas;
 1. Wearing of face covers is compulsory in all public places, workplaces. Customer and outside person shall be entertained at workplaces with face cover.

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2. All employees in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. Spitting in public places and workplaces shall be punishable with fine, as decided by the Govt.
4. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
5. All Work places shall have be gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
6. Employees above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encourage to work from home.
7. Use of Arogya setu will be encouraged for all employees including contract labours and other customers.
8. All offices and SBUs shall sanitize their work places between shifts.
9. Large meetings to be prohibited.
10. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
11. No overlaps of shifts and staggered lunch with social distancing in canteens shall be ensured.
12. Intensive communication and training on good hygiene practices shall be taken up.
13. As per orders issued by MHA dated April 15th, 2020, all Government officials and staff shall be permitted to travel from work to home and back in their official vehicle/on-duty contract vehicle or personal vehicle on production of official I.D. cards. No separate pass is required. Accordingly all employees are required to travel from work to home.

Operation of all mines will be as per our earlier Order No.RSMML/CO/Pers/10(1)/2015-1084 dated 31.03.2020 and Order No.RSMML/CO/Pers/10(1)/2015-1087 dated 08.04.2020 subject to the permission given by the competent authority and conditions laid down therein. However the directions mentioned at point no. F(1) to F(13) above will applicable to the mines also.


 17.4.20
 (Somnath Mishra)
 Managing Director

Copy to;

1. PS to Chairman & Chief Secretary, GoR, Jaipur for kind information.
2. PS to Additional Chief Secretary, Home Department, GoR, Jaipur for kind information.
3. PS to Principal Secretary Mines, GoR, Jaipur for kind information.
4. Executive Director (Admn.)CO for necessary compliance.
5. Financial Advisor,CO for necessary compliance.
6. All SBU Heads/ HODs,CO for necessary compliance.
7. Master file.


 17/4/20
 Executive Director (Admn.)