

**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
VISAKHAPATNAM**


No: HR/P&R/*edak*: 86

Dated: 2<sup>nd</sup> April, 2020

**CIRCULAR 08/20**

Keeping in view the recent increase in number of the cases of Covid-19 in India, HoDs are requested to arrange to collect the information, if any, of travel details of employees working under them and their family members to/from any place outside their normal place of stay at Visakhapatnam (eg. hotspots like Delhi, Kerala, Maharashtra, etc.) from Feb, 2020 onwards which may help us in preventing the spread of COVID-19. The information so collected may be passed on to the concerned Zonal HR.

This issues with the approval of Competent Authority.

  
(Anjali V Topno)  
DGM(HR)-I/c P&R

Distribution:  
HoDs.

Copy to:  
1) EDs  
2) CGMs  
3) Zonal HR I/c

राष्ट्रीय इस्पात निगम लिमिटेड RASHTRIYA ISPAT NIGAM LIMITED  
विशाखपट्टणम इस्पात संयंत्र VISAKHAPATNAM STEEL PLANT  
विशाखपट्टणम VISAKHAPATNAM

सं.No:HR/P&R/edak:74

दि.Dated:23.03.2020

परिपत्र CIRCULAR

कोविड-19 की फैलाव को रोकने की दिशा में लिये जानेवाले उपायों के तहत पूर्व में जारी सूचनाओं के क्रम में, प्रबंधन द्वारा यह निर्णय लिया गया है कि सभी कर्मचारियों को पिछले चार (4) सप्ताहों में विदेश यात्रा से संबंधित विवरण पिछले पृष्ठ में दिये गये प्रपत्र में अपने संबद्ध विभागाध्यक्ष को अनिवार्य रूप से देना चाहिए। विभागाध्यक्ष प्रत्येक कर्मचारी द्वारा अगले 24 घंटों के अंदर घोषणा की प्राप्ति को सुनिश्चित करें।

In continuation of earlier communications issued on the Preventive Measures to be taken to contain the spread of COVID-19, it has been decided by the management that all employees are required to compulsorily inform details about any history of travel abroad in the past 4 (four) weeks to their respective HoDs in the format given overleaf. HoDs shall have to ensure that declaration by each and every employee is received within the next 24 hours.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of Competent Authority.

  
(अंजली वी टोप्नो ANJALI V TOPNO)

उ म प्र (मा सं) प्रभारी का व नि DGM (HR)/c P&R

वितरण Distribution:

मानक Standard.

To

Date:

\_\_\_\_\_ (HoD)

\_\_\_\_\_ Department

RINL

Visakhapatnam

I hereby declare that:

The following members of my household have travelled abroad as detailed below:

Sl. No.	Name	Relationship	Travel Destination	Period		Return to India on
				From	To	
		Self				

**OR**

Neither I, nor any member of my family has travelled abroad or returned therefrom during past 4 weeks.

(Strikeout the portions which are not relevant)

2. The details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue, I am aware that I shall be liable for Disciplinary action.

Date:

Signature:

Name:

Emp. No.:

Grade &  
Designation:

Department

