

NOTICE TO ALL EMPLOYEES

Preventive Measures to stop spread of COVID 19

Please refer our various Circulars in the above connection resting with our Notice Ref: HRD: 023:2020 dated 17th May, 2020.

We have been receiving communications from employees informing about their leaving from the place of posting on personal grounds.

In this connection, the following guidelines are issued:-

1. Employees leaving their current place of posting on personal grounds during lockdown period will not be entitled for "Work from Home" option and the same will be treated as Leave. The Competent Authority to sanction this leave as "Casual Leave/Privilege Leave/Sick Leave" as the case may be.
2. Employees who were on approved leave and are unable to report to their respective headquarter in view of lockdown, such employees may be advised to "Work from Home" from their deemed date of joining the place of posting.
3. Employees who fall under the category of PWD (Persons with Disability), may be allowed to "Work from Home" irrespective of whether the employee is at his/her place of posting or any other place.
4. Only those employees allowed WFH (as per HR guidelines) will be entitled for SODEXO.

Employees are advised to please take note of above guidelines.

Provided under RTI Act 2005 -



SACHINRA SALVI
Asm & C PIA
GIC Re



(S. Tripathy)
General Manager

भारतीय साधारण बीमा निगम
(भारत सरकार की कंपनी)

General Insurance Corporation of India

(Government of India Company)

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"सुरक्षा", 170, जे. टाटा रोड, चर्चगेट, मुंबई - 400 020.
"SURAKSHA", 170, J. Tata Road, Churchgate,
Mumbai - 400 020. INDIA Tel.: +91-22-2286 7000
www.gicofindia.in

