

ಕೆಐಒಸಿಎಲ್ ಲಿಮಿಟೆಡ್, 2ನೇ ವಿಭಾಗ, ಕೋರಮಂಗಲ, ಬೆಂಗಳೂರು  
ಕೆಐಒಸಿಎಲ್ ಲಿಮಿಟೆಡ್, II ಬ್ಲಾಕ್, ಕೋರಮಂಗಲ, ಬೆಂಗಳೂರು  
KIOCL LIMITED, II BLOCK, KORAMANGALA, BENGALURU -560034  
ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ /ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ /HR DEPARTMENT

No.HR/16/27

Date:05.04.2021

**CIRCULAR**

**Sub: Preventive measures to contain the spread of COVID-19.**

It has been observed that there is a persistent rise in the number of COVID-19 positive cases in the State/Country during the last one month, hence, it is essential to continue to adhere to various precautionary health measures and Govt. guidelines from time to time, such as frequently cleaning the hand with sanitization, social distancing, wearing facemask, avoiding crowds/groups/ gatherings/ social functions/ out-station travel/journey etc. The canteen vessels are to be washed in hot water and maintain hygienic in the Canteen. Entry of outsiders inside the Office premises without proper/prior permission is restricted. The Company entry/exist gate faced towards Madiwala will be opened between 8.00 AM to 9.00 PM.

In view of the above, it is once again emphasized that all employees, should compulsorily adhere to the above said preventive health measures/ protocols as per the COVID-19 prevention norms, instructions/ Orders/ guidelines issued by Central Govt./ State Govt./ District Administration from time to time to prevent spread of COVID-19.

For strict compliance of all concerned please.

This issues with the approval of Competent Authority.

  
(Chethan Kumar Shetty)  
Senior Manager (HR)

**Distribution:**

As per A, B & C list.

Notice Boards, BG.