

**BMM ISPAT LIMITED**

Reference No.:BMM/ADM/IOC/02/2020

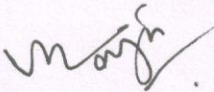
19.05.2020

**CIRCULAR**

Subject: Nose Masks - Issuance/disposal - Procedure

- 1) Only reusable masks to issue to all departments.
- 2) Due to non-availability of Filter masks, PGP, IF & SID department employees also to use the same for time being until the availability of Filter masks.
- 3) Frequency of masks issuance will be 2 months once. Users have to wash and reuse.
- 4) If in case of loss/damage of masks within 2 months, new masks will be issued with penalty of Rs. 25 /mask. For employees, recovery through salary and for contract employees, through their concerned contractors.
- 5) Safety department needs to ensure the issuance of masks through Stores. Individual departments to maintain the list of masks issued to the employees/contract employees.
- 6) Issuance of new masks will be against surrendering the used old masks. Rs. 25/mask will be penalised if in case the concerned fails to surrender the old mask.
- 7) Disposal of collected old Masks by stores, to burn the collected old masks.
- 8) Requisition of masks will be through plant head in any case.

This is applicable to all Employees & Contractual Employees.



VVV Raju  
Executive Director & CFO