



Ref: PHO/19-20/056

Date: 23rd March'20

To

All Employees of Tata Motors, Jamshedpur Plant

In view of the health and safety of all the employees, taking cognizance of mail from MD's Desk of 20th March 2020, and subsequent communication from State Government dated 22nd March'20, Management has decided to take following major steps, which will help restrict the spread of COVID-19 Corona virus.

1. Plant operation of all shops / department (except emergency and essential services) will be closed from Monday 23rd March 2020 to Tuesday 31st March 2020.
2. Emergency and essential services will remain operational as per regular practice

Based on the situation, you will be informed in advance about the next plan through your Manager. You are requested to be in touch with your Manager.

During the period till 31st March 2020, you are requested to ensure your and your family's Safety and Health by staying at home, avoid travelling outside your current location and follow the guidelines issued by Government authorities from time to time. This will help to reduce the spread of Corona Virus.

Employees, who are required to work in various shifts for emergency and essential services will be communicated by respective functions / department in-charges.

Employees who are required to work from home will be advised by their respective managers.

All are requested to take note of this and cooperate.

Vishal Badshah

Head – Jamshedpur Plant

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