



HUMAN RESOURCES DIVISION

NOTICE NO. PD/75/2020

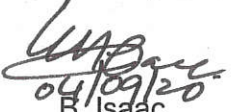
04.09.2020

TO ALL APPRENTICES

Sub: Resumption of Apprenticeship Training

In continuation of our earlier notices regarding suspension of Apprenticeship Training w.e.f 21.03.2020, it is to inform that the Apprenticeship Training shall resume from 14.09.2020.

Before commencement of Apprenticeship Training, the Apprentices from Tamil Nadu (other than Chennai) and outside Tamil Nadu will be required to undergo 7 days and 14 days quarantine respectively. Hence, all the Apprentices are advised to report on 14.09.2020. The Apprentices shall make their own arrangements for their quarantine. Post quarantine, all have to submit the fitness certificate subject to which the Apprentices will be allowed to pursue Apprenticeship Training. The candidates are advised to go through the attached Standard Operating Procedure for resumption of Apprenticeship Training. During the training period all are required to abide by the rules & guidelines related to COVID 19 issued by Company and Government.


04/09/20
B. Isaac
DGM (Pers.) i/c.

Email: All CPCL Users.

Copy to : All Notice Boards

DC, CISF



HR Division – Personnel Department

SOP for Resuming the Apprenticeship Training

- Apprenticeship Training will resume from 14.09.2020. All the Apprentices are advised to submit the self-declaration form. (<https://forms.gle/nd22kK7A632DVDno7>) and report to Chennai Petroleum Recreation Club, adjacent to CPCL, Manali on 14.09.2020.
- Apprentices remained / stayed outside Chennai / Tamil Nadu during the lockdown period will have to reach Chennai on or before 14.09.2020. Proof of arrival to Chennai is to be submitted at the time of reporting for training.
- Apprentices coming from outside Tamil Nadu shall follow all the rules of interstate travel guidelines issued by Govt. of Tamil Nadu.
- Apprentices residing in Chennai will report for training on 14.09.2020. Apprentices from Tamil Nadu (except Chennai) will be under quarantine for 7 days and will report for training on 21.09.2020.
- Apprentices from outside Tamil Nadu will be under quarantine for 14 days and will report of training on 28.09.2020.
- During quarantine, if the Apprentices develops symptoms relating to COVID-19, he/she should immediately seek medical assistance.
- Upon completion of quarantine period, Apprentices shall go for health evaluation at places as directed by CPCL Management.
- After fitness certification, Apprentices shall commence training from the date as specified above.
- Sick Apprentices and Apprentices who have COVID symptoms should not come to office under any circumstances. Failure on this will be viewed seriously and strict action will be action against those who violate this.
- Face Mask will be provided and they have to adhere to all guidelines related to COVID 19 issued from time to time.
- During training, if any Apprentices leaves Chennai for 3-days for emergency requirement, he/she has to undergo quarantine on return, as per extant practice for regular employees.
- All Apprentices shall observe General Shift (36.25 hours) from the date of resumption of training till further orders.
- Apprentices should follow strict social distancing at all times inside the Refinery.
- In case of any query, please contact HR Dept. at 044 – 25944687