



LARSEN & TOUBRO

Larsen & Toubro Limited,
Construction
Metallurgical & Material Handling
Godrej Waterside, 11th Floor,
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MMH/HQ/20319851
Name: DRIK PAUL
Employee No. - 20319851
Location: Kolkata

15 June 2021

Subject: Resumption of duty

Hope you are in best of health and good spirits.

We wish to inform you that in accordance with the relaxation announced by the Government of West Bengal vide Order No.753-ISS/2M-22/2020 dated 14th June 2021, it has been decided to resume our operations in Godrej Water Side Office, Salt Lake, Kolkata effective 16th June 2021, with a maximum strength of 25% for the restricted hours from 10.00 AM to 4.00 PM.

Accordingly, you are identified as one of the team members from your department forming the part of 25% of workforce. This letter is issued to you to facilitate your commuting to office.

You are mandatorily required to:

- Carry any of your Govt. photo ID proof as mentioned below
 - (Aadhar, Voter ID, PAN & Driving License)
- Carry Company provided photo ID card
- Wear Mask at all times and try to carry hand sanitizer for personal care

As a matter of your Personal Care, Health & Hygiene, you are advised to carry some light snacks, lunch & drinking water, for some time till the operations stabilise and normalcy prevails.

Wish you all the best and stay safe.

For Larsen & Toubro Limited

Vivek Raizada
Head – Human Resources
Metallurgical & Material Handling