

# SRI AUROBINDO ASHRAM TRUST

Pondicherry - 605002, India (+91-413-2233628)

## IMPORTANT NOTICE

- 1) **A strict curfew has been declared in Pondicherry from today till 31<sup>st</sup> March 2020. All must stay at home during this period except for availing essential and emergency services.**
- 2) The **ASHRAM MAIN BUILDING** will remain closed.
- 3) **ASHRAM DEPARTMENTS - All Departments are to remain strictly closed**, except those providing Essential Services. Ashramites and Volunteers should stay at home, except those providing Essential Services. Employees are to be given paid-leave.
- 4) **ESSENTIAL SERVICES** - The following departments of the Ashram community provide Essential Services and should remain operational with skeletal staff:
  - a. Atelier (transport delivery)
  - b. Audit (bank-related activities)
  - c. Bakery (food)
  - d. House Maintenance Service (only plumbing and electrical emergencies)
  - e. Central Office (bank-related activities; only 8am to 11am)
  - f. Dining Room (food)/Egg Room
  - g. Grace (Trust Office)
  - h. Granary (food)
  - i. Honesty Society and Departmental Stores (for grocery and essential items)
  - j. Medical Services
  - k. Petrol Bunk
  - l. Sanitary Services (plumbing emergencies, waste removal)
  - m. Smithy (only emergencies)
- 5) **DOMESTIC HELPERS** - All domestic helpers are to be given paid-leave and advised to stay at home.
- 6) **DINING ROOM – Only Tiffin Carrier Service remains open.** Food may be taken away from the Dining Room, but **no eating of meals will be permitted in the Dining Room.** Please see attached notice for details. Timings for the same will be intimated.
- 7) Younger Ashramites are requested to actively engage with older Ashramites to ask them if they need any assistance during this period.
- 8) A number of volunteers are in the process of finalizing plans to provide assistance. Helpline numbers will be shared shortly. Until then, for any urgent query or assistance, please contact: **Devdip** (98947 02595) or **Satya** (96774 28459).

  
**MANOJ DAS GUPTA**  
Managing Trustee  
SRI AUROBINDO ASHRAM TRUST  
PONDICHERRY

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23.03.2020 (19:15)