

May 19, 2020

CIRCULAR

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (Covid-19)-
Attendance regarding.**

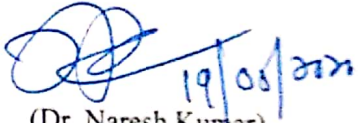
The Ministry of Home Affairs vide Order dated 17.5.2020 has directed that lockdown measures shall continue for a period upto 31.5.2020 and issued prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 which has taken the shape of pandemic. The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training vide OM dated 18.5.2020 has issued guidelines regarding Attendance in Central Government Offices keeping in view to enable implementation of social distancing norms. As per the Guidelines, the Ministry has directed that 50% of Group B and C staff are required to attend office on every alternate day and the remaining 50% staff shall work from home and should be available on telephone and electronic means of communications at all times.

Accordingly, the Competent Authority of NIEPA has decided that following Group 'B' & 'C' employees working in the Institute must attend the office as per the roster drawn below:-

20 th , 22 nd , 27 th & 29 th May, 2020		21 st , 26 th & 28 th May, 2020	
S. No.	Name of the official who will attend duty in the slot	S. No.	Name of the official who will attend duty in the slot
1.	Shri Chandra Prakash, Assistant (Accounts)	1.	Shri Kamal Kumar Gupta, Assistant
2.	Shri Sunil Kumar, Assistant	2.	Shri Amit Singhal, Publication Assistant
3.	Shri Anil Gupta, PS	3.	Shri Manoj Gaur, Hindi Translator
4.	Mrs. Rita, Stenographer Grade-I	4.	Ms. Kanchan Sharma, Sr. PS
5.	Mrs. Suman Vij, Stenographer Grade-I	5.	Shri Mukesh Kumar, Stenographer Grade-I
6.	Mrs. Sulbha Sharma, Professional Assistant	6.	Shri Satish Kumar, Stenographer Grade-I
7.	Shri Sudhir Dagar, DEO 'C'	7.	Shri Bharat Bhushan Jain, Stenographer Grade-I
8.	Shri Bhagwan Soyare, UDC	8.	Shri Manohar Lal, Stenographer Grade-I
9.	Shri Bikram Singh Negi, UDC	9.	Mrs. Anjali Arora, Stenographer Grade-I
10.	Shri Bir Singh, UDC	10.	Shri Ram Babu, UDC
11.	Shri Hayat Singh Rawat, UDC	11.	Mrs. Poonam Kumari, UDC
12.	Mrs. Rekha Rani, UDC	12.	Mrs. Purnima Verma, UDC
13.	Shri Naresh Bhardwaj, LDC	13.	Shri Saroj Kumar, Library Attendant
14.	Shri Irfan, LDC	14.	Shri Mithilesh Kumar Rai, Programme Attendant
15.	Shri Pancham Prasad, LDC	15.	Shri Joginder Singh, Driver
16.	Shri Sotaj Singh, Library Attendant	16.	Shri Balbir Singh, Driver
17.	Shri M.P. Singh, Driver	17.	Shri Ram Chander, MTS
18.	Shri Anubhav Kumar, Driver	18.	Shri Manoj Kumar, MTS
19.	Shri Rajesh Kumar, Driver	19.	Shri Rajbir Singh, MTS

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S. No.	Name of the official who will attend duty in the slot	S. No.	Name of the official who will attend duty in the slot
20.	Shri Naresh-I, MTS	20.	Smt. Vidhya, MTS
21.	Shri Usman Shah, MTS	21.	Shri Naresh Kumar-II, MTS
22.	Shri Ramesh Mehto, MTS	22.	Shri Amit Dhawan, MTS
23.	Shri Gaurav, MTS	23.	Shri Nitin Mishra, MTS
24.	Shri Banshi Dhar, MTS	24.	Mrs. Priyanka, MTS
25.	Shri Sandeep Kumar, MTS	25.	Mrs. Priyanka, MTS

As far as separate timings/shifting is concerned, it will not be feasible for the Institute to implement this particular instruction owing to lesser no. of employees.


(Dr. Naresh Kumar)
Administrative Officer (LC)

CC:

- PS to VC
- PA to Registrar
- All Sectional Heads
- The Under Secretary, PN-I Section, Department of Higher Education, Shastri Bhawan, New Delhi-110001
- Notice Board
- Systems Analyst-with the request to upload the roster on NIEPA website