

June 15, 2020

CIRCULAR

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

In continuation to this Office Circular of even no. dated 1.6.2020 and in view of the current pandemic situation due to spread of Novel Coronavirus (Covid-19), the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roster system till 30th June, 2020 or issue of fresh guidelines from Ministry of Home Affairs, GOI/DoPT whichever is earlier for Group 'B' & 'C' employees working in the Institute:-

18 th , 22 nd , 24 th , 26 th , 30 th June, 2020		17 th , 19 th , 23 rd , 25 th , 29 th June, 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 Satish Kumar, Assistant	2.	Smt. Suchitra Bhatnagar, Assistant
3.	Shri Sunil Kumar, Assistant	3.	Shri Amit Singhal, Publication Assistant
4.	Shri Anil Gupta, PS	4.	Shri Manoj Gaur, Hindi Translator
5.	Mrs. Rita, Stenographer Grade-I	5.	Mrs. Kanchan Sharma, Sr. PS
6.	Mrs. Suman Vij, Stenographer Grade-I	6.	Shri Mukesh Kumar, Stenographer Grade-I
7.	Mrs. Sulbha Sharma, Professional Assistant	7.	Shri Satish Kumar, Stenographer Grade-I
8.	Shri Sudhir Dagar, DEO 'C'	8.	Shri Bharat Bhushan Jain, Stenographer Grade-I
9.	Shri Bhagwan Soyare, UDC	9.	Shri Manohar Lal, Stenographer Grade-I
10.	Shri Bikram Singh Negi, UDC	10.	Mrs. Anjali Arora, Stenographer Grade-I
11.	Shri Bir Singh, UDC	11.	Shri Hayat Singh Rawat, UDC
12.	Shri Ram Babu, UDC	12.	Mrs. Poonam Kumari, UDC
13.	Mrs. Rekha Rani, UDC	13.	Mrs. Purnima Verma, UDC
14.	Shri Naresh Bhardwaj, LDC	14.	Shri Saroj Kumar, Library Attendant
15.	Shri Irfan, LDC	15.	Shri Mithilesh Kumar Rai, Programme Attendant
		16.	Shri Joginder Singh, Driver
17.	Shri Sotaj Singh, Library Attendant	17.	Shri Balbir Singh, Driver
18.	Shri M.P. Singh, Driver	18.	Shri Ram Chander, MTS
19.	Shri Anubhav Kumar, Driver	19.	Shri Manoj Kumar, MTS
20.	Shri Rajesh Kumar, Driver	20.	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
21.	Shri Naresh-I, MTS	21.	Shri Bansi Dhar, MTS
22.	Shri Usman Shah, MTS	22.	Shri Naresh Kumar-II, MTS
23.	Shri Ramesh Mehto, MTS	23.	Shri Amit Dhawan, MTS
24.	Shri Gaurav, MTS	24.	Shri Nitin Mishra, MTS
25.	Smt. Vidhya, MTS	25.	Mrs. Priyanka, MTS
26.	Shri Sandeep Kumar, MTS		

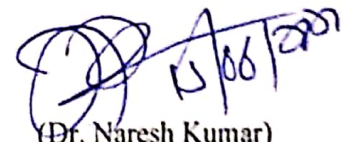
In addition to above, all Sectional Heads (Group 'B') are directed to attend duty on all working days.

NOTE: (i) All the above officials are directed to follow the instructions in letter and spirit and attend duty as per the slot given above. It may be noted that officials who will be found absent on the specified dates, their absence period will be treated as 'unauthorised absence/Dies-Non' and will not qualify as service for the purpose of Pensionary benefit or grant of annual increment. In case of illness or quarantine state, the official will have to produce medical certificate issued from AMA/Registered Medical Practitioner.

(ii) If the official is residing in Containment Zone, he/she has to procure Documentary Proof to substantiate that his/her locality is declared as 'Containment Zone' by MCD.

(iii) Apart from slots given above, one has to attend duty on any working day, as and when his/her services are required in the interest of the Institute.

Any deviation from the above Order shall be viewed seriously.



(Dr. Naresh Kumar)
Administrative Officer (I/C)

CC:

- PS to VC
- PA to Registrar
- All Sectional Heads
- Notice Board
- Systems Analyst-with the request to upload the roster on NIEPA website