

June 15, 2021


**CIRCULAR**

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

In pursuance of Ministry of Personnel , Public Grievances and Pensions OM No. 11013/9/2014-Estt.A.- III dated 14.6.2021 and in continuation to this Office Circular of even no. dated 31.5.2021, the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roster system till 30<sup>th</sup> June, 2021 or issue of fresh guidelines from Ministry of Home Affairs, GOI/DoPT/Delhi Disaster Management Authority whichever is earlier for Group 'B' and 'C' employees working in the Institute.

| 16 <sup>th</sup> , 18 <sup>th</sup> , 21 <sup>st</sup> , 22 <sup>nd</sup> , 25 <sup>th</sup> , 28 <sup>th</sup> & 29 <sup>th</sup> June, 2021 |   | 16 <sup>th</sup> , 17 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 28 <sup>th</sup> & 30 <sup>th</sup> June, 2021 |   |
|---|---|---|---|
| S.No.   | Name of the official who will attend duty in time slots | S. No.  | Name of the official who will attend duty in the slot |
| 1.  | Smt. Kanchan Sharma, Sr. PS                             | 1.  | Shri Chandra. Prakash, Assistant (Accounts)           |
| 2.  | Shri Kamal Kumar Gupta, Assistant                       | 2.  | Shri Satish Kumar, Assistant                          |
| 3.  | Smt. Suchitra Bhatnagar, Assistant                      | 3.  | Shri Sunil Kumar, Assistant                           |
| 4.  | Shri Amit Singhal, Publication Assistant                | 4.  | Mrs. Rita, Stenographer Grade-1                       |
| 5.  | Shri Manoj Gaur, Jr. Translation Officer                | 5.  | Mrs. Suman Vij, Stenographer Grade-I                  |
| 6.  | Shri Sunil Kumar Sharma, Assistant                      | 6.  | Mrs. Sulbha Sharma, Professional Assistant            |
| 7.  | Shri Mukesh Kumar, Stenographer Grade-1                 | 7.  | Shri Sudhir Dagar, DEO 'C'                            |
| 8.  | Shri Bharat Bhushan Jain, Stenographer Grade-1          | 8.  | Shri Bhagwan Soyare, UDC                              |
| 9.  | Shri Manohar Lal, Stenographer Grade-1                  | 9.  | Mrs. Poonam Kumari, UDC                               |
| 10.   | Shri Hayat Singh Rawat,, UDC                            | 10.   | Shri Ram Babu, UDC                                    |
| 11.   | Shri Bir Singh, UDC                                     | 11.   | Mrs. Rekha Rani, UDC                                  |
| 12.   | Mrs. Purnima Verma, UDC                                 | 12.   | Shri Naresh Bhardwaj, LDC                             |
| 13.   | Shri Saroj Kumar, Library Attendant                     | 13.   | Shri Irfan, LDC                                       |
| 14.   | Shri Mithilesh Kumar Rai, Programme Attendant           | 14.   | Shri Sotaj Singh, Library Attendant                   |
| 15.   | Shri Joginder Singh, Driver                             | 15.   | Shri Balbir Singh, Driver                             |
| 16.   | Shri Anubhav Kumar, Driver                              | 16.   | Shri M.P. Singh, Driver                               |
| 17.   | Shri Ram Chander, MIS                                   | 17.   | Shri Rajesh Kumar, Driver                             |
| 18.   | Shri Manoj Kumar, MTS                                   | 18.   | Shri Nitin Mishra, MTS                                |
| 19.   | Shri Rajbir Singh, MTS                                  | 19.   | Shri Usman Shah, MTS                                  |
| 20.   | Shri Banshi Dhar, MTS                                   | 20.   | Shri Ramesh Mehto, MIS                                |
| 21.   | Shri Naresh Kumar -II                                   | 21.   | Shri Gaurav, MIS                                      |
| 22.   | Shri Amit Dhawan, MTS                                   | 22.   | Mrs. Vidhya, MIS                                      |
| 23.   | Shri Naresh-I, MTS                                      | 23.   | Shri Sandeep Kumar, MTS                               |
| 24.   | Mrs. Priyanka, MTS                                      |   |   |

1. Persons with Disabilities and Pregnant Women employees are exempted from attending office, but they shall continue to work from home.
2. The officers/staff shall follow staggered timings to avoid overcrowding in offices/workplaces as decided by the Heads of Department.
3. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
4. All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand-washing with soap and water.
5. Crowding in lifts, staircases, corridors, common areas, including refreshment kiosk and parking areas is to be strictly voided.
6. Meetings, as far as possible, are continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
7. In compliance of OM of even number dated 22.4.2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.
8. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, may be ensured.

  
(D.S. Thakur)  
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.