

No. F. NUEPA/Admn/RO/Circular/030/2018-19
National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi- 110016

June 29, 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 15.6.2020, the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roster system till 15th July, 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:-

2 nd , 6 th , 8 th , 10 th , 14 th and 16 th July, 2020		1 st , 3 rd , 7 th , 9 th , 13 th and 15 th July, 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 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.	Shri Banshi Dhar, 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.	Smt. Vidhya, MTS	24.	Mrs. Priyanka, MTS
25.	Shri Sandeep Kumar, MTS	25.	Shri Sunil Kumar Sharma, Assistant
		26.	Shri Joginder Singh, Driver

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


(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 roaster on NIEPA website