

F. No. 14-1/2020-Pers.(Misc.)
National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi- 110016

April 16, 2021

CIRCULAR

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

With reference to OM No. F. No. 43020/07/2020-Ad.I dated 15th April 2021 in view of the unprecedented rise in the number of Covid-19 cases in Delhi, the Competent Authority of NIEPA, has decided to take preventive measures from spread of Covid-19 by maintaining separate roaster, drawn below, in respect of Group 'B' and 'C' employees for attending their duties by rotation on alternative days till 30.04.2021 or further orders whichever is earlier.

19 th , 22 nd , 26 th , 28 th , 30 th April, 2021		20 th , 23 rd , 27 th , 29 th April, 2021	
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 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-I
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-I	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, MTS	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 Bansidhar, MTS	20.	Shri Ramesh Mehto, MTS
21.	Shri Naresh Kumar -II	21.	Shri Gaurav, MTS
22.	Shri Amit Dhawan, MTS	22.	Mrs. Vidhya, MIS
23.	Shri Naresh-I, MTS	23.	Shri Sandeep Kumar, MTS
24.	Mrs. Priyanka, MTS		

- i. All officials who attend office shall strictly follow Covid appropriate behavior including wearing mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- ii. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.


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 roaster on NIEPA website.