

May 13, 2021


**CIRCULAR**

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

In continuation to this Office Circular of even no. dated 29.4.2021, the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roster system till 31st May, 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.

18, 20, 24, 27, 31 <sup>st</sup> May, 2021		17, 19, 21, 25, 28, 31 <sup>st</sup> May, 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-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 Bansi 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.