

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

April 29, 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 16.4.2021, the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roster system till 15th May, 2021 or issue of fresh guidelines from Ministry of Home Affairs, GOI/DoPT/Delhi Disaster Management Authority whichever is earlier for Group 'B' & 'C' employees working in the Institute:-

3 rd , 5 th , 7 th , 10 th , 11 th & 13 th May, 2021		3 rd , 4 th , 6 th , 10 th , 12 th & 14 th 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.	Smt. Kanchan Sharma, Senior Private Secretary	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.	Smt. Rita, Stenographer Grade-I
5.	Shri Manoj Gaur, Junior Hindi Translation Officer	5.	Smt. Suman Vij, Stenographer Grade-I
6.	Shri Sunil Kumar Sharma, Assistant	6.	Smt. Sulbha Sharma, Professional Assistant
7.	Shri Mukesh Kumar, Stenographer Grade-I	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-I	9.	Smt. Poonam Kumari, UDC
10.	Shri Hayat Singh Rawat, UDC	10.	Smt. Rekha Rani, UDC
11.	Shri Bir Singh, UDC	11.	Shri Ram Babu, UDC
12.	Smt. 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 (Mali)	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, MTS
21.	Shri Naresh Kumar-II, MTS	21.	Shri Gaurav, MTS
22.	Shri Amit Dhawan, MTS	22.	Shri Sandeep Kumar, MTS
23.	Shri Naresh-I, MTS	23.	Smt. Vidhya, MTS
24.	Smt. Priyanka		

1. All officials who attend office shall strictly follow Covid appropriate behavior which includes wearing mask, physical distancing, regular washing/sanitization of hands.
2. All officials who do not attend office on a particular day are to make themselves available on telephone and other electronic means of communications at all times from their residence and will work from home.

Y. S. S.
Registrar
29/4/2021

CC:

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