

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 1, 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 19.5.2020 and in view of the current pandemic situation due to spread of Novel Coronavirus (Covid-19), the Competent Authority of NIEPA, as an interim measure, has decided that following Group 'B' & 'C' employees working in the Institute must attend the office as per the roster drawn below till issue of fresh guidelines from Ministry of Home Affairs, GOI.


| 2 nd , 4 th , 8 th , 10 th , 12 th & 16 th June, 2020 | | 1 st , 3 rd , 5 th , 9 th , 11 th & 15 th June, 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. | | 16. | Shri Joginder Singh, Driver |
| 17. | Shri Sotaj Singh, Library Attendant | 17. | Shri Balbir Singh, Driver |
| 18. | Shri M.P. Singh, Driver | 18. | Shri Ram Chander, MTS |
| 19. | Shri Anubhav Kumar, Driver | 19. | Shri Manoj Kumar, MTS |
| 20. | Shri Rajesh Kumar, Driver | 20. | 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 |
| 21. | Shri Naresh-I, MTS | 21. | Shri Bansi Dhar, MTS |
| 22. | Shri Usman Shah, MTS | 22. | Shri Naresh Kumar-II, MTS |
| 23. | Shri Ramesh Mehto, MTS | 23. | Shri Amit Dhawan, MTS |
| 24. | Shri Gaurav, MTS | 24. | Shri Nitin Mishra, MTS |
| 25. | Smt. Vidhya, MTS | 25. | Mrs. Priyanka, MTS |
| 26. | Shri Sandeep Kumar, MTS | | |

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

As far as separate timings/shifting is concerned, it will not be feasible for the Institute to implement this particular instruction owing to lesser no. of employees.


(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