

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

August 14, 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 31.7.2020, the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roaster system till 31<sup>st</sup> August, 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:-

17 <sup>th</sup> , 19 <sup>th</sup> , 21 <sup>st</sup> , 24 <sup>th</sup> , 25 <sup>th</sup> , 27 <sup>th</sup> and 31 <sup>st</sup> August, 2020		17 <sup>th</sup> , 18 <sup>th</sup> , 20 <sup>th</sup> , 24 <sup>th</sup> , 26 <sup>th</sup> , 28 <sup>th</sup> and 31 <sup>st</sup> August, 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 Bharat Bhushan Jain, Stenographer Grade-I
8.	Shri Sudhir Dagar, DEO 'C'	8.	Shri Manohar Lal, Stenographer Grade-I
9.	Shri Bhagwan Soyare, UDC	9.	Mrs. Anjali Arora, Stenographer Grade-I
10.	Shri Bikram Singh Negi, UDC	10.	Shri Hayat Singh Rawat, UDC
11.	Shri Bir Singh, UDC	11.	Mrs. Poonam Kumari, UDC
12.	Shri Ram Babu, UDC	12.	Mrs. Purnima Verma, UDC
13.	Mrs. Rekha Rani, UDC	13.	Shri Saroj Kumar, Library Attendant
14.	Shri Naresh Bhardwaj, LDC	14.	Shri Mithilesh Kumar Rai, Programme Attendant
15.	Shri Irfan, LDC	15.	Shri Balbir Singh, Driver
16.	Shri Sotaj Singh, Library Attendant	16.	Shri Ram Chander, MTS
17.	Shri M.P. Singh, Driver	17.	Shri Manoj Kumar, MTS
18.	Shri Anubhav Kumar, Driver	18.	Shri Rajbir Singh, MTS
19.	Shri Rajesh Kumar, Driver	19.	Shri Banshi Dhar, MTS
20.	Shri Naresh-I, MTS	20.	Shri Naresh Kumar -II
21.	Shri Usman Shah, MTS	21.	Shri Amit Dhawan, MTS
22.	Shri Ramesh Mehto, MTS	22.	Shri Nitin Mishra, MTS
23.	Shri Gaurav, MTS	23.	Mrs. Priyanka, MTS
24.	Mrs. Vidhya, MTS	24.	Shri Sunil Kumar Sharma, Assistant
25.	Shri Sandeep Kumar, MTS	25.	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