

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

March 20, 2020

CIRCULAR

The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training vide OM dated 19.3.2020 has issued instructions to all the Ministries/Attached/Subordinate Offices, Autonomous /Statutory Bodies to take immediate measures for prevention from rapid spread of COVID-19 which has taken shape of pandemic. The Ministry has directed that 50% of Group B and C employees are required to attend office every day, and the remaining 50% staff should work from home.

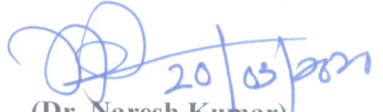
The Officials who will work from home on a particular day as per the roaster drawn up should be available on telephone and electronic means of communication at all times. They also have to attend office, if called for any exigency of work.

Accordingly, the Competent Authority of NIEPA has decided that following Group 'B' & 'C' employees working in the Institute **must attend the office as per the roaster** drawn below:-

23 rd March-27 th March, 2020 (FIRST WEEK)		30 th March-3 rd April, 2020 (SECOND WEEK)	
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 Chander Prakash, S.O.	1.	Shri P.P. Saxena, S.O.
2.	Ms. Sonam Anand Sagar, S.O.	2.	Shri J.P. Singh, S.O.
3.	Shri Chandra Prakash, Assistant (Accounts)	3.	Shri Kamal Kumar Gupta, Assistant
4.	Shri Sunil Kumar, Assistant	4.	Shri Sunil Kumar Sharma, Assistant
5.	Shri Anil Gupta, PS	5.	Shri Amit Singhal, Publication Assistant
6.	Mrs. Rita, Stenographer Grade-I	6.	Shri Manoj Gaur, Hindi Translator
7.	Mrs. Suman Vij, Stenographer Grade-I	7.	Ms. Kanchan Sharma, Sr. PS
8.	Mrs. Sulbha Sharma, Professional Assistant	8.	Shri Mukesh Kumar, Stenographer Grade-I
9.	Shri Sudhir Dagar, DEO 'C'	9.	Shri Satish Kumar, Stenographer Grade-I
10.	Shri Bhagwan Soyare, UDC	10.	Shri Bharat Bhushan Jain, Stenographer Grade-I
11.	Shri Bikram Singh Negi, UDC	11.	Shri Manohar Lal, Stenographer Grade-I

Contd/-

23 rd March-27 th March, 2020 (FIRST WEEK)		30 th March-3 rd April, 2020 (SECOND WEEK)	
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
12.	Shri Bir Singh, UDC	12.	Mrs. Anjali Arora, Stenographer Grade-I
13.	Shri Hayat Singh Rawat, UDC	13.	Shri Ram Babu, UDC
14.	Mrs. Rekha Rani, UDC	14.	Mrs. Poonam Kumari, UDC
15.	Shri Naresh Bhardwaj, LDC	15.	Mrs. Purnima Verma, UDC
16.	Shri Irfan, LDC	16.	Shri Saroj Kumar, Library Attendant
17.	Shri Pancham Prasad, LDC	17.	Shri Mithilesh Kumar Rai, Programme Attendant
18.	Shri Sotaj Singh, Library Attendant	18.	Shri Joginder Singh, Driver
19.	Shri M.P. Singh, Driver	19.	Shri Balbir Singh, Driver
20.	Shri Anubhav Kumar, Driver	20.	Shri Ram Chander, MTS
21.	Shri Rajesh Kumar, Driver	21.	Shri Manoj Kumar, MTS
22.	Shri Naresh-I, MTS	22.	Shri Rajbir Singh, MTS
23.	Shri Usman Shah, MTS	23.	Smt. Vidhya, MTS
24.	Shri Ramesh Mehto, MTS	24.	Shri Naresh Kumar-II, MTS
25.	Shri Gaurav, MTS	25.	Shri Amit Dhawan, MTS
26.	Shri Bansi Dhar, MTS	26.	Shri Nitin Mishra, MTS
27.	Shri Sandeep Kumar, MTS	27.	Mrs. Priyanka, MTS


(Dr. Naresh Kumar)
Administrative Officer (I/C)

CC:

- PS to VC
- PA to Registrar
- All Section Incharge
- The Under Secretary, PN-I Section, Department of Higher Education, Shastri Bhawan, New Delhi-110001
- Notice Board
- Systems Analyst- with the request to upload the roaster on NIEPA website