



CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID-19-reg.

As per guidelines of the Government of India, the 33% of Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

| Duty Roster for the Group B & C staff for two weeks 18-29.05.2020 | | | | | | |
|---|-------------------------|-------------------|-------------------------|------------------|-------------------------|-------------------|
| 18, 21, 27 | | | 19, 22, 28 | | 20, 26, 29 | |
| Administration/Establishment | | | | | | |
| 1 | Sri Rakesh Kumar Verma | AO | Sri Rakesh Kumar Verma | AO | Sri Rakesh Kumar Verma | AO |
| 2 | Smt. Arun Bala Chopra | OS | Smt. Arun Bala Chopra | OS | Smt. Arun Bala Chopra | OS |
| 3 | Sri Shiv Kumar | Steno Gr. I | Sri Shiv Kumar | Steno Gr. I | Sri Shiv Kumar | Steno Gr. I |
| 4 | Smt. Mohana Laxmi D | RCTO | Smt. Mohana Laxmi D | RCTO | Sri D N Roy | Sr. Clerk |
| 5 | Sri Prem Prakash | Sr. Clerk | Sri D N Roy | Sr. Clerk | Sri Prem Prakash | Sr. Clerk |
| 6 | Sri Ved Prakash | Jr. Storekeeper | Sri Ved Prakash | Jr. Storekeeper | Sri Ved Prakash | Jr. Storekeeper |
| 7 | Sri M.A. Joseph | Sr. Clerk (Tech.) | Sri Vijay Singh | Jr. Clerk | Sri M.A. Joseph | Sr. Clerk (Tech.) |
| 8 | Smt. Kavita Rautela, | Jr. Clerk | Sri Virendra Raut | Jr. Clerk | Sri Virendra Raut | Jr. Clerk |
| 9 | Sri Mohan Singh | Staff Car Driver | Sri Mohan Singh | Staff Car Driver | Sri Mohan Singh | Staff Car Driver |
| 10 | Sri Deepak Choudhary | Van Driver | Sri Deepak Choudhary | Van Driver | Sri Deepak Choudhary | Van Driver |
| 11 | Sri Rajesh Kumar | Messenger | Sri Rajesh Kumar | Messenger | Sri Rajesh Kumar | Messenger |
| 12 | Sri Anand Singh | MTS | Sri Anand Singh | MTS | Sri Anand Singh | MTS |
| 13 | Sri Suresh Kumar | MTS | Sri Suresh Kumar | MTS | Sri Suresh Kumar | MTS |
| 14 | Sri Shyam | MTS | Sri Budhiram | MTS | Sri Rishikesh Sharma | MTS |
| 15 | Sri Shambhu Dayal | MTS | Smt. Durga Devi | MTS | Sri Shyam | MTS |
| 16 | Sri Hausila Prasad | MTS | Sri Hausila Prasad | MTS | Sri Hausila Prasad | MTS |
| 17 | Sri Krishan Gopal | MTS | Sri Krishan Gopal | MTS | Sri Krishan Gopal | MTS |
| 18 | Sri Raju Sharma | MTS | Sri Rahul Negi | MTS | Sri Raju Sharma | MTS |
| 19 | Sri Ramvriksh Ram | MTS | Sri Ramvriksh Ram | MTS | Sri Ramvriksh Ram | MTS |
| 20 | Sri Praveen Kumar | MTS | Sri Praveen Kumar | MTS | Sri Praveen Kumar | MTS |
| Secretariat | | | | | | |
| 1 | Sri Pankaj Seth | Steno Gr. II | Sri Pankaj Seth | Steno Gr. II | Sri Pankaj Seth | Steno Gr. II |
| 2 | Sri Bharat Chugh | Steno Gr. II | Sri Bharat Chugh | Steno Gr. II | Sri Bharat Chugh | Steno Gr. II |
| 3 | Ms. Payal Vohra | Jr. Clerk | Ms. Payal Vohra | Jr. Clerk | Ms. Payal Vohra | Jr. Clerk |
| 4 | Sri Bharat Kumar Sharma | MTS | Sri Bharat Kumar Sharma | MTS | Sri Bharat Kumar Sharma | MTS |
| Award | | | | | | |
| 1 | Smt. Upasana Tripathi | PA | Smt. Sunita Ahuja | Steno Gr. I | Smt. Upasana Tripathi | PA |
| 2 | Sri Vivek Kumar | Steno Gr. II | Ms. Sunanda Rahi | Jr. Clerk | Sri Vivek Kumar | Steno Gr. II |
| 3 | | | | | Smt. Sunita Ahuja | Steno Gr. I |
| 4 | | | | | Ms. Sunanda Rahi | Jr. Clerk |




| Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020 | | | | | | |
|--|---------------------------|------------------|------------------------|------------------|---------------------------|------------------|
| 18, 21, 27 | | 19, 22, 28 | | 20, 26, 29 | | |
| Sales | | | | | | |
| 1 | Sri Naveen Kumar | Sales Manager | Sri Naveen Kumar | Sales Manager | Sri Naveen Kumar | Sales Manager |
| | Smt. Neelam Rajput | PS to President | Smt. Neelam Rajput | PS to President | Smt. Neelam Rajput | PS to President |
| 2 | Sri S.S. Kardam | AA | Sri Narayan Singh | Storekeeper | Sri S.S. Kardam | AA |
| 3 | Sri Nand Lal | Jr. Clerk | Sri Darwan Singh | Jr. Clerk | Sri Nand Lal | Jr. Clerk |
| 4 | Sri Harinder Singh | Jr. Clerk | Sri Duvar Singh | MTS | Sri Dharmendra Singh | Jr. Clerk |
| 5 | Sri Dharmendra Singh | Jr. Clerk | Sri Tajbar Singh | MTS | Sri Nand Kishore | SA |
| 6 | Sri Ravinder Kumar | MTS | Sri Lalit Singh Dangi | MTS | Sri Niranjan Prasad | MTS |
| 7 | Sri Niranjan Prasad | MTS | Sri Anup Kumar | MTS | Sri Prakash Chandra Joshi | MTS |
| 8 | Sri Prakash Chandra Joshi | MTS | | | | |
| Samkaleen Bhatriya Sahitya | | | | | | |
| 1 | Sri Bipin Bihari | PRGA | Sri Bipin Bihari | PRGA | Sri Bipin Bihari | PRGA |
| 2 | Sri Pritam Singh | Steno Gr. II | Sri Pritam Singh | Steno Gr. II | Sri Pritam Singh | Steno Gr. II |
| Indian Literature | | | | | | |
| 1 | Sri H S Kandari | Steno Gr. I | Sri H S Kandari | Steno Gr. I | Sri H S Kandari | Steno Gr. I |
| 2 | Sri Yogesh Kumar | PRGA | Sri Yogesh Kumar | PRGA | Sri Yogesh Kumar | PRGA |
| Publication | | | | | | |
| 1 | Sri Neeraj Kumar | PA | Sri Neeraj Kumar | PA | Sri Neeraj Kumar | PA |
| 2 | Sri Prameshwaran V | PA | Sri Prameshwaran V | PA | Sri Prameshwaran V | PA |
| 3 | Sri Musa Ansari | PA | Dr. Shanmukhanand | PA | Sri Musa Ansari | PA |
| 4 | Sri Madan Singh | Steno Gr. I | Smt. Renu Sachadeva | Steno Gr. I | Sri Ajay Singh Meena | Steno Gr. II |
| 5 | Smt. Sapna Kumar | Steno Gr. II | Sri Ajay Singh Meena | Steno Gr. II | Smt. Sapna Kumar | Steno Gr. II |
| 6 | Sri Nishant | Hindi Translator | Sri Nishant | Hindi Translator | Sri Nishant | Hindi Translator |
| Library | | | | | | |
| 1 | Smt. Sunita Jain | SLIA | Sri Ashok Choudhary | SLIA | Smt. Renu Pruthi | SLIA |
| 2 | Sri Barun Jyoti | SLIA | Sri Satish Kumar Arya | SLIA | Smt. Sunita Jain | SLIA |
| 3 | Smt. Renu Pruthi | SLIA | Sri Barun Jyoti | SLIA | Sri Ashok Choudhary | SLIA |
| 4 | Sri Subhra Das | LA | Sri Subhra Das | LA | Sri Subhra Das | LA |
| 5 | Sri Rajesh Kumar | BA | Sri Rajesh Kumar | BA | Sri Rajesh Kumar | BA |
| 6 | Sri R.D. Bhatt | MTS | Sri R.D. Bhatt | MTS | Sri R.D. Bhatt | MTS |
| 7 | Sri Bal Chand | MTS | Sri Bal Chand | MTS | Sri Bal Chand | MTS |
| 8 | Sri Kaushlander Raut | MTS | Sri Kaushlander Raut | MTS | Sri Kaushlander Raut | MTS |
| Accounts | | | | | | |
| 1 | Sri Ghanshyam Sharma | Sr. Acctt | Sri Ghanshyam Sharma | Sr. Acctt | Sri Ghanshyam Sharma | Sr. Acctt |
| 2 | Sri Sanjay Gupta | Steno Gr. I | Sri Sanjay Gupta | Steno Gr. I | Sri Sanjay Gupta | Steno Gr. I |
| 3 | Sri Subrata Paul | AA | Sri Subrata Paul | AA | Sri Subrata Paul | AA |
| 4 | Sri Kuldeep Chandra | Sr. Clerk | Sri Kuldeep Chandra | Sr. Clerk | Sri Kuldeep Chandra | Sr. Clerk |
| 5 | Sri Ranjay Kumar | Jr. Clerk | Sri Ranjay Kumar | Jr. Clerk | Sri Ranjay Kumar | Jr. Clerk |
| 5 | Sri Bipin Chand Pandey | Cashier | Sri Bipin Chand Pandey | Cashier | Sri Bipin Chand Pandey | Cashier |
| 6 | Sri Amit Kumar | Jr. Clerk | Sri Rajat Gupta | MTS | Sri Amit Kumar | Jr. Clerk |



The contractual staff shall continue to work on alternative days as under:

| 18,20,22,27,29.05.2020 | | | 19,21,26,28.05.2020 | |
|-----------------------------------|-------------------------|-----------------|-------------------------|-----|
| Contractual Administration | | | | |
| 1 | Smt. Gouri Mishra | WD | Sri Surender | MTS |
| 2 | Sri Satyendra Kumar | DEO | Ms. Divya Dangi | DEO |
| 3 | Sri Avdhesh Kumar | DEO | Sri Avdhesh Kumar | DEO |
| Contractual Sales | | | | |
| 1 | Sri Nand Kishore | Sales Assistant | Sri Pawan Kumar | DEO |
| 2 | Sri Gaurav Kumar Sharma | DEO | Sri Pradip Kumar Tiwari | MTS |
| 3 | Sri Rakesh Kumar | MTS | Sri Karu Prasad | MTS |
| 4 | Sri Mukesh Kumar | MTS | Sri Arjun Kumar | MTS |
| 5 | Sri Yen Bhagat | MTS | Sri Mohit | MTS |
| Contractual Library | | | | |
| 1 | Sri Devender Singh | MTS | Smt. Durga Devi | MTS |
| 2 | Sri Vikas Sood | MTS | | |
| Contractual Accounts | | | | |
| 1 | Sri Nishant Aneja | PFMS Asstt. | Sri Rohit Pal | AA |
| 2 | Smt. Renuka | AC | Sri Aman Kocher | AC |

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

To

| Head Office - Notice Board | Ground Floor/IIInd Floor/IIIrd Floor/Sales Section |
|--|--|
| Copy to: | Deputy Secretary (Accounts) |
| | Editor (Hindi) |
| | Deputy Secretary (Publication) |
| | Assistant Editor (JKV)/ (AKS) |
| | Programme Officer (MB)/ (KKT)/ (MNG) |
| | Assistant Librarian (BS) |
| | Regional Secretary, ROM/ROK/ROB |
| | Officer-in-charge, ROK/Chennai Office |
| Copy for placing on the website of Sahitya Akademi | |



CIRCULAR

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As per guidelines of the Government of India, the Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.


Regional Office Bengaluru

| Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020 | | | | |
|--|--------------------|-----------|---------------------|--------------|
| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
| 1 | Smt. Jayanthi | SEA | Sri N V Purushotham | AAA |
| 2 | Smt. Hemavathi | Sr. Clerk | Sri Suresh Kumar | PA |
| 3 | Sri Shaswat Bajpai | Jr. Clerk | Smt. P T Triveni | SLIA |
| 4 | Sri Puttaswamy | MTS | Sri Chamaia | JSK |
| 5 | Sri Ranganatha | MTS | Md. Khaleel Ahmed | Steno Gr. II |

The contractual staff shall continue to work on alternative days as under:

| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
|---|-----------------------|-------------|-------------------|-----|
| 1 | Sri Bhyraiah | Sales Clerk | Sri Narayanaswamy | MTS |
| 2 | Sri Madhusoodan Setty | MTS | | |

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Bengaluru



CIRCULAR

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Regional Office Kolkata

| Duty Roster for the Group B & C staff for two weeks 18-29.05.2020 | | | | |
|---|----------------------|-----------|------------------------|--------------|
| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
| 1 | Sri Biswajit Ray | AAA | Sri Aruni Chakraborty | SEA |
| 2 | Smt. Kaberi Karmakar | SLIA | Smt Samarpita Goswami | PA |
| 3 | Sri Avishek Rath | PRGA | Sri Sayantan Ghosh | Steno Gr. II |
| 4 | Sri Susanta Samanta | Sr. Clerk | Sri Mayukh Chaudhury | Sr. Clerk |
| 5 | Sri Sujay Dhar | Jr. Clerk | Sri Sujit Kumar Mondal | MTS |
| 6 | Sri Utpal Naskar | MTS | Sri Badal Sutradhar | MTS |
| 7 | Sri Rajesh Dalui | MTS | Sri Suman Mondal | MTS |

The contractual staff shall continue to work on alternative days as under:

| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
|---|--------------------------|--------|-------------------------|--------|
| 1 | Sri Sanat Bose | MTS | Sri Saibal Majumder | MTS |
| 2 | Sri Dipankar Chakraborty | MTS | Sri Debasis Acharya | OA |
| 3 | Ms. Abira Ghosh | AE/EIL | Ms. Amrita Roychowdhury | AE/EIL |

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

Officer-in-Charge
Regional Office
Sahitya Akademi
Kolkata



CIRCULAR

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Regional Office Mumbai

| Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020 | | | | |
|--|----------------------|-----------|-------------------------|-----------------|
| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
| 1 | Sri Ratnakar S Patil | SEA | Sri Sunil D Shejale | PA |
| 2 | Sri Arun A Bhatia | Sr. Clerk | Smt. Raji Muthuraman | Steno Gr. I |
| 3 | Sri Sayaji G More | BA | Sri Anand G Joshi | AAA |
| 4 | Sri Namdev C Zugre | MTS | Sri G S Prasad | Jr. Storekeeper |
| 5 | Sri Ganesh Jagdale | MTS | Sri Ganesh Avhad | MTS |
| 6 | | | Sri Atish Kumar Mehetre | MTS |

The contractual staff shall continue to work on alternative days as under:

| 18, 20, 22,27,29 | | |
|------------------|---------------------|-------------------|
| 1 | Ms. Ragini Chunekar | Library Assistant |

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Mumbai



CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID-19-reg.


As per guidelines of the Government of India, the Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

Sub Office-Chennai

| Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020 | | | | |
|--|------------------------------|-----------|---------------------|-----------|
| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
| 1 | Sri T S Chandrashekhara Raju | PA | Sri C Srinivas | PA |
| 2 | Ms. M Bharathi | Steno | Sri C Bharanitharan | Jr. Clerk |
| 3 | Sri K D H Sharma | Jr. Clerk | Smt. S Chandra | MTS |
| 4 | Sri Abraham Varghese | MTS | | |

The contractual staff shall continue to work on alternative days as under:

| | 18, 20, 22,27,29 | | 19, 21, 26, 28 | |
|---|------------------|-----|----------------------|-----|
| 1 | Ms. A Sugandhi | DEO | Smt. M. Vijay Shanti | DEO |
| 2 | Sri M Vinoth | MTS | Sri S Vijaykumar | MTS |


(S Rajmohan)
Dy. Secretary (Admn.)

Officer-in-Charge
Sub Office
Sahitya Akademi
Chennai