



CIRCULAR

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

This is in continuation of Akademi's circulars of even number dated: 21.04.2020, 15.05.2020, 19.05.2020 and 20.05.2020. Further, as per continued guidelines of the Government of India that 50% of officers and staff attend office on every alternative day and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times.

01, 03, 05, 09, 11, 15, 17, 19, 23, 25 & 29 June 2020						
	9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM	
1	Sri Rakesh Kumar Verma	AO	Sri Mukesh Kumar	EA	Smt. Mohana Laxmi D	RCTO
2	Sri M.A. Joseph	SC (T)	Sri Prem Prakash	SC	Sri Ved Prakash	JSK
3	Sri Deepak Choudhary	VD	Sri Virendra Raut	JC	Sri Mohan Singh	SCD
4	Ms. Payal Vohra	JC	Sri Anand Singh	MTS	Sri Shyam	MTS
5	Sri Shambhu Dayal	MTS	Sri Hausila Prasad	MTS	Sri Krishan Gopal	MTS
6	Sri Raju Sharma	MTS	Sri Praveen Kumar	MTS	Sri Pankaj Seth	Steno II
7	Sri Ghanshyam Sharma	Sr. Acctt	Sri Bipin Chand Pandey	Cashier	Sri K K Tripathi	PO
8	Smt. Upasana Tripathi	PA	Sri Vivek Kumar	Steno II	Sri Bipin Bihari	PRGA
9	Sri H S Kandari	Steno I	Sri U Paneer Selvan	AE	Smt. Manjeet Bhatia	PO
10	Sri J K Verma	AE	Sri Ajay Kumar Sharma	AE	Sri Neeraj Kumar	PA
11	Sri Prameshwaran V	PA	Sri Nishant	Translator	Sri Ajay Singh Meena	Steno II
12	Smt. Sapna Kumar	Steno II	Sri Biswajit Sinha	AL	Smt. Sunita Jain	SLIA
13	Sri Ashok Choudhary	SLIA	Sri Satish Kumar Arya	SLIA	Sri Rajesh Kumar	BA
14	Sri Kuldeep Chandra	SC	Sri Amit Kumar	JC	Smt. Gouri Mishra	WD
15	Ms. Divya Dangi	DEO	Sri Avdhesh Kumar	DEO	Smt. Durga Devi	MTS
16	Sri Vikas Sood	MTS	Sri Nishant Aneja	Asstt.	Sri Aman Kocher	AC
17	Sri Jithendra Kumar	AL	Sri Rajat Gupta	MTS	Sri Bal Chand	MTS
18	Ms. Mrig Nayani Gupta	PO				

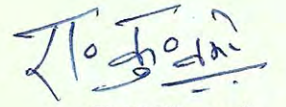
02, 04, 08, 10, 12, 16, 18, 22, 24, 26 & 30 JUNE 2020						
	9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM	
1	Smt. Arun Bala Chopra	OS	Sri Madan Singh	Steno I	Smt. Kavita Rautela,	JC
2	Sri D N Roy	SC	Sri Ved Prakash	JSK	Sri Vijay Singh	JC
3	Sri Mohan Singh	SCD	Sri Rajesh Kumar	Messenger	Sri Suresh Kumar	MTS
4	Sri Budhiram	MTS	Smt. Durga Devi	MTS	Sri Rishikesh Sharma	MTS
5	Sri Rahul Negi	MTS	Sri Ramvriksh Ram	MTS	Sri Pritam Singh	Steno II
6	Sri Yogesh Kumar	PRGA	Sri Musa Ansari	PA	Dr. Shanmukhanand	PA
7	Smt. Laxmi Kumar Bhagat	SE	Smt. Renu Sachadeva	Steno I	Sri Shiv Kumar	Steno I
8	Sri Jithendra Kumar	AL	Smt. Renu Pruthi	SLIA	Sri Barun Jyoti	SLIA
9	Sri Subhra Das	LA	Sri R.D. Bhatt	MTS	Sri Kaushlander Raut	MTS
10	Sri Sanjay Gupta	Steno I	Sri Subrata Paul	AA	Sri Ranjay Kumar	JC
11	Sri Amit Kumar	JC	Sri Surender	MTS	Sri Satyendra Kumar	DEO
12	Sri Devender Singh	MTS	Sri Rohit Pal	AA	Smt. Renuka	AC
13	Sri J K Verma	AE	Ms. Mrig Nayani Gupta	PO	Sri U Paneer Selvan	AE
14	Sri Ajay Kumar Sharma	AE	Sri Biswajit Sinha	AL	Sri K K Tripathi	PO
15	Smt. Manjeet Bhatia	PO	Smt. Sunita Ahuja	Steno I	Ms. Sunanda Rahi	JC
16	Sri Bharat Sharma	MTS				



SALES SECTION						
01, 03, 05, 09, 11, 15, 17, 19, 23, 25 & 29 June 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
1	Sri Naveen Kumar	Sales Manager	Sri S.S. Kardam	AA	Sri Nand Lal	Jr. Clerk
2	Sri Harinder Singh	Jr. Clerk	Sri Duvar Singh	MTS	Sri Niranjan Prasad	MTS
3	Sri Ravinder Kumar	MTS	Sri Prakash Chandra Joshi	MTS	Sri Nand Kishore	Sales Assistant
4	Sri Gaurav Kumar Sharma	DEO	Sri Mukesh Kumar	MTS	Sri Rakesh Kumar	MTS
5	Sri Yen Bhagat	MTS				
02, 04, 08, 10, 12, 16, 18, 22, 24, 26 & 30 JUNE 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
1	Sri Narayan Singh	SK	Smt. Neelam Rajput	PS to President	Sri Darwan Singh	JC
2	Sri Dharmendra Singh	JC	Sri Lalit Singh Dangi	MTS	Sri Tajbar Singh	MTS
3	Sri Anup Kumar	MTS	Sri Pawan Kumar	DEO	Sri Pradip Kumar Tiwari	MTS
4	Sri Mohit	MTS	Sri Arjun Kumar	MTS	Sri Karu Prasad	MTS

However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days. The circular is for strict compliance as per dates and timings by all the officers and officials.

Further, it is also mentioned that as per latest orders of the Government of India, the lockdown has been extended in only **CONTAINMENT ZONES** and the activities has been permitted outside containment zones.


(R K Verma)
AO

To All Concerned above

Head Office - Notice Board	Ground Floor/Ind Floor/IIIrd Floor/Sales Section
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	Deputy Secretary (Publication)
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