

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated 16<sup>th</sup> April, 2020

**OFFICE MEMORANDUM**

Subject: - Preventive measures to contain the spread of COVID 19.

The undersigned is directed to say that MHA vide its Order No. 40-3/2020-DM-I(A) dated 15.04.2020 has issued consolidated revised guidelines on the measures to be taken by Ministries / Department of Government of India, States / UT Governments and State / UT authorities for containment of COVID-19 in the country. These revised guidelines will come into force with effect from 20<sup>th</sup> April 2020. In the light of the instructions contained in the said orders, the following instructions are issued w.e.f. 20.04.2020 till 03.05.2020:-

- I. Deputy Secretary and above levels attend the office with 100% attendance during normal office hours i.e. 9.00 AM to 5.30 PM.
- II. The personal staff of Deputy Secretary and above levels officers, viz Sr. PPS, PPS, PS, Steno Grade D, Consultant and MTS shall also attend the office during normal office hours i.e. 9.00 AM to 5.30 PM. The officers may rotate duties of their personal staff as per their requirements.
- III. Remaining officers / staff upto Thirty three percent (33%) are required to attend office every day from 20<sup>th</sup> – 24<sup>th</sup> April and 27<sup>th</sup> April – 1<sup>st</sup> May 2020 as per roaster at Annexure during normal office hours i.e. 9.00 AM to 5.30 PM. Divisional head will monitor the attendance and punctuality of their respective officers / staff.
- IV. Officers / officials posted in LRC & Adm.II will attend the office as per the instructions of their Divisional Heads.
- V. AS & FA will issue decide the roaster of officers / staff of Finance & Budget Division.
- VI. The officials posted in the O/o Hon'ble MoS (IC) (L&E) would seek instructions from PS to Minister.
- VII. All officers / officials must leave their contact numbers (mobile as well as landline) with their controlling officers and they should be available for being called to office at short notice, as per exigency.
- VIII. All the officers / officials attending office are to follow Govt. guidelines on COVID-19 particularly with regard to maintaining safe distance with others.
- IX. All Attached / Subordinate / Autonomous offices may issue similar instructions.
- X. Division Heads may call any officer / official for duty on exigency of work or may change the roaster of duty of their officers / staffs as per requirements.

  
(C.S. Rao)

Under Secretary to the Government of India  
Tele: 23766903

To,

1. All officers/officials of the Ministry
2. PPS to AS(L&E) / PPS to AS & FA / PPS to DG(S)
3. PPS to JS(RKG) / PPS to JS(KR) / PPS to JS & DGLW / PPS to JS(VB) / PS to EA(DS) / PS to DDG(SPB)
4. CPFC/DG (ESIC) / DGMS / DGFASLI / DG, VVGNI / DGLB / Director, CBWE / CLC(C) / DG(E)
5. Office Order folder/Spare Copies

Copy to:-

1. PS to MoS (I/C) (L&E)
2. PPS to Secretary (L&E)
3. Director (IT) – with a request to upload the order on the website of the Ministry

**List of Officers / Staff who are to attend office during 20- 24.04.2020**

Sl.No.	Name of Officer / Official	Section
1	Nirmal Kumar Bhagat, SO	Adm.1
2	Kishor, ASO	Adm.1
3	Lokesh Choudhary, ASO	Adm.1
4	Ram Chandra Mahto, SSA	Adm.1
5	Anjana Saxena, SO	Cash Section
6	Rajender Singh, ASO	Cash Section
7	Sajeev Kumar Sinha, ASO	Cash Section
8	Virender Singh, ASO	Cash Section
9	Nanda Lal Meena, SSA	Cash Section
10	A.K. Misra, US	Child & Women Labour
11	Suchismita. Ghosh, SO	Child & Women Labour
12	Pradeep Kumar, SO	Child & Women Labour
13	Patkar Sameer Narayan, ASO	Child & Women Labour
14	Savita Alekar, SO	Child & Women Labour
15	Sanjay Durangal	Child & Women Labour
16	A.K. Singh, US	IR(PL)
17	Rakesh Kumar Gupta, ASO	IR(PL)
18	S.S. Das, US	SS Division
19	Vivek Singh, SO	SS Division
20	A.P. Keshri, ASO	SS Division
21	Ranjeet Kumar, ASO	SS Division
22	Jyoti Baghel, ASO	SS Division
23	Ranjeet Kumar, ASO	SS Division
24	Sh. Dharamveer Kumar	SS Division
25	Anil, DEO	SS Division
26	A.U.K. Khaldy, SO	SS Division
27	Sahbaan Ali Khan, ASO	SS Division
28	Kamini Tandekar, DD	ILAS
29	Ashish Kaushik, ASO	ILAS
30	Gomathi, US	CR Section
31	Sohan Singh Negi, ASO	CR Section
32	Narender Kumar, DR	CR Section
33	Rajinder Kumar MTS	CR Section
34	Pankaj Khatri, MTS	CR Section
35	Ajay Kumar, MTS	CR Section
36	K. A Sangma, DEO	CR Section
37	Deepak Solanki, MTS	CR Section
38	Jasbeer Singh, MTS	CR Section
39	R.K. Jha, AD	Hindi Unit
40	Mahipal Singh Rawat, SO	Hindi Unit
41	Manoj Kumar, SHT	Hindi Unit
42	Vinod Prakash Thakur, JHT	Hindi Unit
43	Shagufta, JHT	Hindi Unit
44	Vinod Prasad, Assistant	Hindi Unit
45	Satish Chand, US	CLS-I
46	Shyam Dixit, ASO	CLS-I
47	Priyank Raj Garg, ASO	CSL-II
48	A.K. Singh-II, US	DGLW
49	Puneet, ASO	DGLW



50	Ms Ranjana Arora, SO	DGLW
51	Sudip Dutta, US	DGLW
52	Naresh Kumar, ASO	DGLW
53	Harish Vedi, ASO	DGLW
54	Vijay Pal, ASO	DGLW
55	S.K.Srivastava, US	DGLW
56	Sanjay Kumar, ASO	DGLW
57	M.K.Singh, SO	DGLW
58	Rahul Verma, ASO	DGLW
59	Ms.Lalita Parihar, SO	DGLW
60	Vijay K Sharma, SO	DGLW
61	Murthy, WA	DGLW
62	Arvind Kumar Nirala, MTS	DGLW
63	Naresh Bakshi, SO	DGLW
64	Vinod Dasila, Steno	DGLW
65	Lokesh Kumar, DEO	DGLW
66	Krishna Thapa, DEO	DGLW
67	Yog Raj, MTS	DGLW
68	Dinesh Kumar, MTS	DGLW
69	Dipu Kumar, MTS	DGLW
70	Ankit Beniwal, MTS	DGLW
71	S. V Ramana, US	LC
72	S.S. Das, ASO	LC
73	Krishna Kumar, MTS	LC
74	M A Khan, DD	Wage Cell
75	Gyanesh Kumar, EO	Wage Cell
76	Rachna Bolimera, AD	Wage Board
77	Bijender, DEO	Wage Board
78	Shivakant Kumar, US	ISH Division
79	Purshottam, ASO	ISH Division
80	Rajesh, DEO	ISH Division
81	Laxmi, PA	ISH Division
82	Anil Kumar, ASO	ISH Division
83	Nishant, ASO	ISH Division
84	DK Himanshu, US	IR-DU
85	Bisht, US	B-I
86	Viplabh, JSA	IR division
87	Atul Kumar, US	ESA
88	Ravi Kumar, S.O.	ESA
89	SK Sahu, Dy. Dir	Imp-I &II
90	Rajender Kumar Meena, Asst. Dir	IR,PG
91	Rakesh Kumar, MTS	IR-M
92	Gulbir,ASO	Imp II
93	Arunjay Kumar	RTI & Legal Cell
94	A Toppo, SO	RTI & Legal Cell
95	Ram Prakash, ASO	RTI & Legal Cell
96	Bidyut Bhattacharya, ASO	RTI & Legal Cell
97	Manoj Kumar, EO	Planning Unit
98	Naveen Saini, Manager Canteen	Canteen
99	Manish Kumar, Clerk	Canteen
100	Aditya, Attendant	Canteen
101	Darban Singh	Canteen
102	Marbir Singh, Attendant	Canteen

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103	Ram Kishan, Attendant	Canteen
104	Gajender Verma, ASO	Media Cell
105	Vivek Vishal, ASO	IT Cell
106	Bansidhar, SO	Parliament
107	Kanhaiya Ram, ASO	Parliament
108	Krishan Kumar, Consultant	Parliament
109	Sh. Rajnish, DEO	Parliament
110	Sudharan Bhardwaj, SSO(ESIC)	PG Cell
111	Mohit, Steno(EPFO)	PG Cell
112	Arun Kumar, DEO(EPFO)	PG Cell
113	Sh. R. S. Meena, US	PG Cell
114	Rajiv Jha, SO	Coordination Section
115	Suresh Kumar, ASO	Coordination Section
116	Renu Khera, ALIO	Library
117	Geeta Chopra, LIA	Library
118	Saurbh Omar, US	Vigilance
119	Kapil Dev, SO	CLS Vigilance
120	Priyanka, ASO	Vigilance
121	Uttam Singh, ASO	Vigilance

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List of Officers / Staff who are to attend office during 27.04.2020- 01.05.2020

Sl.No	Name of Officer / Official	Section
1	C S Rao, US	Adm. 1
2	Shama Praveen, ASO	Adm. 1
3	Sanjay Prasad Gupta, ASO	Adm. 1
4	Subir Mishra	Adm. 1
5	Anajan Saxena, SO	Cash Section
6	Rajeev Ranjan, ASO	Cash Section
7	Satish Chandra, ASO	Cash Section
8	Ratna Bhattacharya, ASO	Cash Section
9	Rajesh Ranjan	Cash Section
10	D.S Pathania, US	Child & Women Labour
11	Gurdarshan Kaur	Child & Women Labour
12	Rajesh Kumar, ASO	Child & Women Labour
13	Chesta Goyal,	Child & Women Labour
14	A.K. Singh, US	IR(PL)
15	Rakesh Kumar Gupta	IR(PL)
16	Madan Chaurasia, US	SS Division
17	Sunil Kumar, SO	SS Division
18	Rajni, ASO	SS Division
19	Shantanu Solanki, ASO	SS Division
20	Amar, Semi Skilled	SS Division
21	Sh. Vivek Singh, SO	SS Division
22	A.P. Keshari, ASO	SS Division
23	Dharamveer Kumar	SS Division
24	Ranji, ASO	SS Division
25	Negi, MTS	SS Division
26	Sahbaan Ali Khan, ASO	SS Division
27	Rajesh, SSA	SS Division
28	Shrutimala Rajbongshi, AD	ILAS
29	Suresh Lakra, ASO	ILAS
30	Sohan Singh Negi, ASO	CR Section
31	Narender Kumar, DR	CR Section
32	Ravinder Pal, MTS	CR Section
33	Ramesh Chand, MTS	CR Section
34	Dilipchand, MTS	CR Section
35	Satender Rana, MTS	CR Section
36	Dinesh Kumar, MTS	CR Section
37	Khillar A Sangma, DEO	CR Section
38		CR Section
39	Neelam Grace Ekka, AD	Hindi Unit
40	Anwar Ali, SHT	Hindi Unit
41	Islam Mohammed, JHT	Hindi Unit
42	Anand Raj Kundan, SSO	Hindi Unit
43	Mohinder, UDC	Hindi Unit
44	Gagan, Steno	Hindi Unit
45	Satish Chander	CLS-I
46	Norbert Lakra, ASO	CLS-I
47	Brijesh Bhardwaj, ASO	CSL-II
48	Manbir Singh, SO	DGLW
49	Mahender, ASO	DGLW
50	Sachin, JSA	DGLW





51	Suprio Samaddar, US	DGLW
52	N.K.Swamy, US	DGLW
53	Nitesh K Sinha, ASO	DGLW
54	R K Gangwar, ASO	DGLW
55	Amit Kumar, SO	DGLW
56	Padam Kishore, ASO	DGLW
57	Tilak Raj, ASO	DGLW
58	Arun K Rasith, DD	DGLW
59	S.K. Dash, ASO	DGLW
60	Nikhil Giri, Steno	DGLW
61	Tarun Kumar Upreti, Steno	DGLW
62	Ram Narayan, DEO	DGLW
63	Meena Yadav, DEO	DGLW
64	Sunny, MTS	DGLW
65	Ankit Solanki, MTS	DGLW
66	Bhagat Singh, MTS	DGLW
67	Nikhil Kumar, MTS	DGLW
68	Renjini DAS, WA	DGLW
69	Rose Mary Laldawngliani, SO	LC
70	Kailash Nath Verma, EO	LC
71	Rakesh Kumar Jha, ASO	LC
72	B.B Prasad, JSA	LC
73	M. A. Khan, DD	Wage Cell
74	Konark Ketan, ASO	Wage Cell
75	Navil Kapur, US	Wage Board
76	Varun Kumar Mandal	Wage Board
77	P.G. Methondai, Section Officer	ISH Division
78	Laxmi Rawat, ASO	ISH Division
79	Matangi, ASO	ISH Division
80	Rajinder Kumar, MTS	ISH Division
81	Suresh Sharma, Section Officer	ISH Division
82	Manisha, ASO	ISH Division
83	Amit Kumar, DEO	ISH Division
84	Ajay Kumar, MTS	ISH Division
85	Rajinder, S.O.	C-II
86	Seema Bansal, ASO	B-I
87	Aslam, JSA	C-I
88	Varsha Rani, ASO	ESA
89	Rajiv Ranjan, Dy Dir	IR,PG
90	Mahesh, ASO	RFD
91	Ravi, MTS	IR
92	Arunjay Kumar	RTI & Legal Cell
93	A Toppo, SO	RTI & Legal Cell
94	Ram Prakash, ASO	RTI & Legal Cell
95	Sh. Brijesh Kumar, AD	Planning Unit
96	Ashok Kumar, Assistant Manager	Canteen
97	Gopal, Attendant	Canteen
98	Chandan Singh, Assitant Halwai	Canteen
99	Ram Kishan, Attendant	Canteen
100	Manish Kumar, Clerk	Canteen
101	Dwarki Madhar, SO	Media

102	Vivek Vishal, ASO	IT Cell
103	Abhishek Kumar, ASO	Parliament
104	Raj Kumar, SSA	Parliament
105	Sarvesh Kumar, MTS	Parliament
106	Vijay Kumar, SO	PG Cell
107	Amar, Steno	PG Cell
108	Abhishak, DEO	PG Cell
109	Manish Kumar Sharma, ASO	Coordination
110	Vijay Prakash, ASO	Coordination
111	Renu Khera, ALIO	Library
112	Satya Prakash, LIA	Library
113	Saurbh Omar, US	Vigilance
114	Prem Kumar, ASO	CLS Vigilance
115	Shailja Nanda, SO	Vigilance
116	Harit Kumar, ASO	Vigilance