

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 19th March, 2020

OFFICE MEMORANDUM

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

In pursuance of DOP&T O.M. No.11013/9/2014-Estt. (A-III) dated 19th March, 2020 and their earlier O.M. of even no. dated 17th March, 2020, the following instructions are issued:-

- (i) Fifty (50) percent of Group B and C Staff of the Ministry are required to attend office every day, and the remaining 50 percent staff should work from home/exempted to attend office from 20 – 26th March and 27th March to 04th April, 2020 in different categories of posts as per Annexure-I.
- (ii) Casual labours / daily wagers are also to attend the office on 50:50 basis as per list (Annexure-II). Such stay at home shall not be construed as absence from duty.
- (iii) Working hours for the employees to attend office is staggered as under:-

(a)	9 AM to 5.30 PM	50 % of Group C (Annex-III)
(a)	9.30 AM to 6 PM	50 % of Group C (Annex-IV)
(b)	10 AM to 6.30 PM	Group B

- (iv) All Group B and C officials must leave their contact numbers (Mobile as well landline) with their controlling officers and they should be available for being called to office at short notice, as per exigency.
- (v) All staff of Admn.-II including S.O. & MMO are not covered under the above instructions as they are engaged in implementation of measures to contain spread of COVID -19.
- (vi) Since Parliament is in session, the staff of parliament section, are not covered under the above exemption.
- (vii) Those who have been assigned Parliamentary work should consult their controlling officer and should ensure that Parliament work does not suffer. The onus is on the official dealing with parliamentary work.
- (viii) All the officers / officials attending office are to maintain safe distance with others in office as per the guidelines issued by Ministry of Health.
- (ix) For Canteen Manager and Assistant Manager, Chairman Departmental Canteen may take a decision.

Contd....

- (x) The officials posted in the O/o Hon'ble MoS (I/C) L&E and Secretary (L&E) are not covered under the above instructions. They would seek separate instructions from PS to Hon'ble MoS (I/C) L&E and PPS to Secretary (L&E) respectively.
- (xi) All attached / subordinate / autonomous offices may issue similar instructions.
- (xii) Attached lists of employees are tentative and concerned Bureau Heads may change them as per their requirement.



(C.S.Rao)

Under Secretary to the Government of India
Tele: 23766903

To,

1. All Officers / Officials of Ministry of Labour & Employment, New Delhi.
2. CPFC, EPFO, Bhikaji Cama Place, New Delhi- 110066
3. DG (E), S.S.Bhawan, Rafi Marg, New Delhi.
4. DG (ESIC), 14, Panchdeep Bhawan, C.I.G Road, New Delhi-110002
5. DG, Mines Safety, Dhanbad, Jharkhand- 826016
6. DGFASLI, Central Labour Institute Building, N.S.Mankikar Marg, Sion, Mumbai- 400022
7. DG, VVGNLI, Sector-24, Noida, Gautam Budh Nagar-201301
8. DGLB, M/o Labour & Employment, SCO 28-31, Sector 17-A Chandigarh-160017.
9. Director (CBWE), North Ambazari Road, Nagpur-440011
10. CLC(C), S.S.Bhawan, Rafi Marg, New Delhi.
11. PLEA /AS (L&E)/ AS&FA/ DG (Stat)/ JS (RKG) /JS (KR)/ EA (DS)/JS (VB) / JS (DGLW) / CLC(C) / DDG (SPB) / DDG (AAK)
12. Director (IT) for uploading on the website of Ministry.
13. Notice Board.

Copy to:-

1. PS to MoS (I/C) (L&E)
2. PPS to Secretary (L&E)

List of ASOs who work from home w.e.f. 20.03.2020 to 26.03.2020

Sr. No.	Name	Section
1	Shama Parveen	Adm-I
2	Sanjay Prasad Gupta	Adm-I
3	Sher Singh Meena	Adm-I
4	Kishore Kumar	Adm-I
5	Schin Batham	B&A
6	Sanjay Kumar	B&A
7	Sujit Kumar	Child Labour
8	Rajesh Kumar	Child Labour
9	Rajeev Ranjan	Cash
10	Rajender Singh	Cash
11	Ratna Bhattacharya	Cash
12	Deepak	CLS-I
13	Norbert Lakra	CLS-I
14	Brajesh Bhardwaj	CLS-II
15	Prem Kumar	CLS-II
16	Vijay Prakash	Coordination
17	Suresh Kumar	IFC
18	R. Subbaraj	CR
19	Harish Vedi	DGLW
20	Naresh Kumar	DGLW
21	Padam Kishore	DGLW
22	Puneet Kumar	DGLW
23	Rahul Varma	DGLW
24	Surendra Kumar Dash	DGLW
25	Nitesh Kumar Sinha	DGLW
26	Manoj Kumar	ESA
27	Ajay Rawat	FIN-I
28	Ashish Kaushik	ILAS
29	Gulbir Singh	IR(Imp-I)
30	Konark Ketan	IR(Imp-II)
31	Raj Kumar	IR(PL)
32	Purshotam Kumar	ISH-I
33	Manisha	ISH-II
34	Nishant Sheron	ISH-II
35	Rakesh Kumar Jha	LC
36	Ankit Gupta	LRC
37	Vivek Vishal	IT Cell
38	K K Meena	PG
39	Anil Kumar Sharma	RTI & Legal Cell
40	Rajni	SS-I
41	Sahbaan Ali Khan	SS-I
42	Jyoti Baghel	SS-II
43	Ranjeet Kumar	SS-II
44	Harit Kumar	Vigilance
45	Priyanka	Vigilance
46	Manjusha Bhat	Wage Board

List of ASOs who work from home w.e.f. 27.03.2020 to 03.04.2020

Sr. No.	Name	Section
1	Lokesh Choudhary	Adm-I
2	Subir Kumar Mishra	Adm-I
3	Cheshta Goyal	Woman Labour
4	Patkar Sameer Narayan	Child Labour
5	Satish Chander	Cash
6	Virender Singh	Cash
7	Rajesh Ranjan	Cash
8	Hariom Meena	B&A
9	Shyam Dixit	CLS-I
10	Priyank Raj Garg	CLS-II
11	Sanjiva Kumar Sinha	Cash
12	Rakesh Kumar Kharra	CLS-II
13	Manish Kumar Sharma	Coordination
14	Sohan Singh	CR
15	Tilak Raj	DGLW
16	Rakesh Kumar Gangwar	DGLW
17	Vijay Pal	DGLW
18	Mahender	DGLW
19	Shibendu Kumar	DGLW
20	Sanjay Kumar	DGLW
21	Subhash Chander	DGLW
22	Ram Kumar	ESA
23	Versha Rani	ESA
24	Sunil Dogra	Fin-II
25	Jitendra Sahoo	Fin-I
26	Suresh Lakra	ILAS
27	Lalita Panna	IR(Imp-II)
28	Sugam Arora	IR(PG)
29	Rakesh Kumar Gupta	IR(PL)
30	Laxmi Rawat	ISH-I
31	Mathangi C.V.	ISH-I
32	Anil Kumar	ISH-II
33	Anil Kumar	LRC (SSP)
34	Sudhanshu Sekhar Das	LC
35	Suraj Kumar Tiwari	LRC
36	Gajendra Verma	Media Cell
37	Bidyut Bhattacharya	RTI & Legal Cell
38	Ram Prakash	RTI & Legal Cell
39	Shantanu Solanki	SS-I
40	Awadhesh Prasad Keshari	SS-II
41	Dharmveer	SS-II
42	Varun Kumar Mandal	Wage Board
43	Uttam Singh	Vigilance

SECTION OFFICER

To work from home from 20.03.2020 to 26.03.2020	
Sl.No.	NAME
1	Biswajeet Ghosh
2	Anugrahit Toppo
3	Pradeep Kumar
4	Savita Alekar
5	Ravi Kumar
6	Sailaja Nanda
7	Keshram Meena
8	Suresh Kumar Sharma
9	A.U.K.Khaldy
10	Vijay Kumar I
11	Bansi Dhar
12	Seema Bansal
13	Vijay Kumar II
14	MK Singh
15	Lalita Parihar
16	Manbir Singh
17	Rose Mary Laldawngliani
To work from home from 27.03.2020 to 04.04.2020	
Sl.No.	NAME
1	Anjana Saxena
2	Suchismita Ghosh
3	Gurdarshan Kaur
4	Sunita Tiwari
5	Rajiv Jha
6	Nirmal Kumar Bhagat
7	Ratnakar Jha
8	Kapil Dev
9	PG Methondai
10	Sunil Kumar
11	Vivek Singh
12	Dwarki Madhar
13	Rajender Singh
14	V.A.N.Murthy
15	Amit Kumar
16	Naresh Bakshi
17	Ranjana Arora

PRIVATE SECRETARY

To work from home from 20.03.2020 to 26.03.2020	
Sl.No.	NAME
1	Gulshan Kumar
2	Sarabjeet Singh
3	R.K.Chopra
4	Krishan Gopal
5	Tejinder Kaur
To work from home from 27.03.2020 to 04.04.2020	
Sl.No.	NAME
1	Neelam Arora
2	Shalu Rana
3	Anitha Santosh
4	Rekha Gupta
5	Renu Bala Nagpal

STENOGRAPHER GRADE-D

To work from home from 20.03.2020 to 26.03.2020

Sl.No.	NAME
1	Virat Kanchan
2	Hemraj
3	Kumar Abhimanyu
4	Sanjeev Kumar
5	Poonam Upadhyay
6	Depak Kumar Morodia
7	Surjeet Kumar Shah
8	Savita Arora
9	Deepti Verma
10	Lalan Kumar Mandal

To work from home from 27.03.2020 to 04.04.2020

Sl.No.	NAME
1	Laxmi
2	Bhupendra Kumar
3	Yogesh Kumar Yadav
4	Sunita
5	Manish
6	Ramesh Kumar
7	Gagan Kumar
8	Lokesh Kumar Meena
9	Anmol Kumar

MTS POSTING

_To work from home from 20/03/2020 to 26/03/2020

Post No.	Name of the incumbent (Sh/Shri)	Place of Posting
1.	Balwan Singh	Media Cell
2.	Ram Phal Singh	Wage Board
3.	Shivji Mehto	AS Office
4.	Ramesh Chand-II	LDRC
5.	Ranbir Singh-II	Cash
6.	Sri Bhagwan	US(DS Patania)
7.	Sukhraj	Desk
8.	Yog Raj -I	DGLW
9.	Chaman Singh	IR(PL)
10.	Nagender Singh	JS Office
11.	Smt. Munesh Devi	CLS_II
12.	Raj Kumar Singh	ILAS
13.	Smt. Rita Tiwari	DS(MSN)
14.	Manoj Kumar-1	Secretary Office
15.	Smt. Sarita	Wage Board
16.	Dalip Kumar Singh	EA(DS)
17.	Bhupender Singh	Minister Office
18.	Saroj Devi	Finance-II
19.	Neetish Kumar	Vigilance Section
20.	Ranjay Kumar	ESA Section
21.	Rahul Saini	US(Adm.)
22.	Jashveer Singh	CR(MS)
23.	Chnadeshwar Prasad	CR(MS)
24.	Dinesh Kumar-II	CR(MS)
25.	Pankaj Khatri	CR(MS)
26.	Akash Kumar	RTI & Legal Cell
27.	Ravi Kumar	Adm.I
28.	Shubham Sharma	AS & FA
29.	Vikash Kumar	L R Cell
30.	Sh. Sunny	US(Supriyo) & US(Satpal)
31.	Sh. Pankaj Kumar	Dir.(RB)
32.	Sh. Ravi Shankar Pal	CR Section
33.	Sh. Gautam Bose	DS(SKK)

MTS POSTING

To work from home from 27/03/2020 to 04/04/2020

Post No.	Name of the incumbent (Sh/Shri)	Place of Posting
1.	Rajinder Kumar-I	CR
2.	Barsatu	US Budget
3.	Nem Chand	US (SN)
4.	Dal Chand	Minister Office
5.	Narender Singh	LDRC
6.	Satpal-II	DD(Anu jain)
7.	Kulanand	CR Section
8.	Ravinder Pal	CR
9.	Devender Singh	LC Section
10.	Dharam Vir	EA(DS)
11.	Ramesh Chand-III	C R Section
12.	Akhilesh Thakur	DS (MK)
13.	R. Ganesh	Office of JS(RKG)
14.	Yash Pal	IR (Imp.I &II)
15.	Dinesh Kumar	DGLW
16.	Satnder Rana	CR
17.	Dipu Kumar	DGLW
18.	Nisha	US(GOMATI)
19.	Shiv Shankar Kushwaha	JS(KR)
20.	Dhirender Kr. Yadav	DS(P)
21.	Ankit Beniwal	DGLW
22.	Muni Ram Meena	Adm.I
23.	Ritik Raj	Cash Section
24.	Sanjeev Kumar	US(SKD)
25.	Ravinder	AS office
26.	Sh. Navin Kumar Pratap	Adm.I

Posting of Semi Skilled Workers

To work from home from 20/03/2020 to 26/03/2020

S. No.	Name	Designation	Posting
1	Amar Singh	Semi -Skilled	SS-I
2	Sanjeev Kumar	Semi -Skilled	DS(RK)
3	Anurag	Semi -Skilled	LRC
4	Dheeraj Kumar	Semi -Skilled	C& WL Cell & DD(R)
5	Mohit Kumar	Semi -Skilled	Committee Room
6	Ashok Kumar	Semi -Skilled	Under Posting
7	Harish Chandra-II	Semi -Skilled	Secretary Office
8	C Gautam	Semi -Skilled	Adm.I
9	Pankaj	Semi -Skilled	Co-ordination
10	Amar Singh -II	Semi -Skilled	JD(Srikanth)
11	Vikash Sharma	Semi -Skilled	Adm.I

Posting of Semi Skilled Workers

To work from home from 27/03/2020 to 04/04/2020

S. No.	Name	Designation	Posting
1	Ravinder Kumar	Semi -Skilled	Desk
2	Pankaj Verma	Semi -Skilled	CLS-I
3	Mohit Kumar	Semi -Skilled	Committee Room
4	Harish Chandra-II	Semi -Skilled	Secretary Office
5	Sonu	Semi -Skilled	SS-II (PG)
6	Pankaj	Semi -Skilled	Co-ordination
7	Harish Chandra-I	Semi -Skilled	US(SKS) & US(AM)
8	Ajit Kumar Ram	Semi -Skilled	DS(JKS)
9	Naveen Kumar	Semi -Skilled	AS&FA
10	Kartik raja R	Semi -Skilled	Js(KR)
11	Manoj	Semi -Skilled	Under Posting

List of DEOs, Stenos who will work from home w.e.f. 27.03.2020 to 03.04.2020

Sr. No.	Name (S/Sh.)	Designation
1	Abhishek Kumar	DEOs
2	Amit Kr. Manglani	DEOs
3	Anita	DEOs
4	Sheetal	DEOs
5	Mansi Rawat	DEOs
6	Asha Upreti	DEOs
7	Deepak Kumar	DEOs
8	Preeti Nainwal	DEOs
9	Meena Yadav	DEOs
10	Rajesh Kumar Dotania	DEOs
11	Lokesh Kumar	DEOs
12	Rukmani	DEOs
13	Shiwani	DEOs
14	Shweta Srivastava	DEOs
15	Vikram Singh Gusain	DEOs
16	Rashmi Mall	Stenos
17	Divya Pokhriyal	Stenos
18	Priyanka Rani	Stenos
19	Anita Verma	Stenos
20	Manoj kumar	Stenos
21	Nikhil Giri	Stenos
22	Nitish Kumar	Stenos
23	Priyanka Rawat	Stenos
24	Sukhen Haldar	Stenos
25	Poonam Tanganiya	Stenos
26	Sandhya Chauhan	Stenos
27	Swati Rawat	Stenos
28	Ravi Kumar	Stenos
29	Geetika Sharma	Stenos
30	Pooja	Stenos
31	Sh. Ilu Parmar	Security Guard

List of DEOs, Stenos who will work from home w.e.f. 20.03.2020 to 26.03.2020

Sr. No.	Name (S/Sh.)	Designation
1	Anil Kumar	DEOs
2	Gopal	DEOs
3	Shubhangi Chauhan	DEOs
4	Reema Verma	DEOs
5	Krishna Rawat	DEOs
6	Krishna Thapa	DEOs
7	Om Gupta	DEOs
8	Mazda Khatoon	DEOs
9	Pankaj Nogia	DEOs
10	Rajeshwar Kanojia	DEOs
11	Ram Narayan	DEOs
12	Ravi Kumar	DEOs
13	Satish Kumar	DEOs
14	Savita Yadav	DEOs
15	Yogender Kumar Dotania	DEOs
16	Amar Bahadur	Stenos
17	Chanchal	Stenos
18	Khillar A. Sangma	Stenos
19	Manju Kaushik	Stenos
20	Nidhi Khanna	Stenos
21	Tarun Kumar Upreti	Stenos
22	Priyanka	Stenos
23	Rakhi	Stenos
24	Sachin Kumar	Stenos
25	Suman	Stenos
26	Vinod Dasila	Stenos
27	Paramjeet Kaur	Stenos
28	Jatin Verma	Stenos
29	Vijender Kumar	Stenos
30	Shyam Santosh Soni	Security Guard

List of employees who will work from home w.e.f. 20.03.2020 to 26.03.2020

	<u>Name</u>	Designation
1	Sh. Prem Singh(MS)	JSA
2	Sh. Gharbharan Prasad (MS)	JSA
3	Sh. Alam Singh (MS)	JSA
4	Sh. Partap Singh (MS)	JSA
5	Sh. Dalip Chand MS)	JSA
6	Sh. Mohammad Aslam (MS)	JSA
7	Rajesh Kumar Sinha	SSA
8	Nand Lal Meena	SSA
9	Mukesh Singh	SSA
10	Sh. Manoj Kumar Yadav	SHT
11	Shri Vinod Prakash	JHT
12	Gyanesh Kumar	Economic Officer
13	Manoj Kumar	Economic Officer
14	Kailash Nath Verma	Economic Officer

List of employees who will work from home w.e.f. 27.03.2020 to 03.04.2020

	<u>Name</u>	Designation
1	Sh. Balbir Singh (MS)	JSA
2	Sh. Sachin Kumar (MS)	JSA
3	Sh. Alok Kumar Singh (MS)	JSA
4	Sh. Viplav Kumar Suman (MS)	JSA
5	Ramchandra Mahto	SSA
6	Rajesh Kumar	SSA
7	Mohinder Singh Malhotra	SSA
8	Gautam Kumar	SSA
9	Dr. Prakash Kumar	SHT
10	Ms. Shagufta	JHT
11	Shri Mohammad Islam	JHT
12	Vimal R. Likhari	Economic Officer
13	Mahesh Kumar	Economic Officer

List of Library employees who are to work from home on alternate day for the period from 20.03.2020 to 03.04.2020 w.e.f.20.03.2020.

S.No.	Name and Designation in respect of Library Employees
1	Ms. Renu Khera, A LIO
2	Shri Narender Singh, Library Attendant (to be retired on 31/03/2020)

List of Library Employees who are to work from home during the period from 20.03.2020 to 26.03.2020.

S.No.	Name and Designation in respect of Library Employees
1.	Ms. Geeta Chopra, LIA

List of Library Employees who are to work from home for the period from 27.03.2020 to 03.04.2020.

S.No.	Name and Designation in respect of Library Employees
1	Sh. Satya Prakash, LIA

List of Canteen employees who are to work from home for the period from 20.03.2020 to 26.03.2020.

S.No.	Name and Designation in respect of Canteen Employees
1.	Sh. Chandan Singh, Assistant Halwai cum Cook
2.	Sh. Gopal, Canteen Attendant
3.	Sh. Om Prakash Pal, Canteen Attendant
4.	Sh. Aditya, Clerk

List of Canteen employees who are to work from home for the period from 27.03.2020 to 03.04.2020.

S.No.	Name and Designation in respect of Canteen Employees
1.	Sh. Darban Singh, Halwai cum cook
2.	Sh. Mahavir Singh, Canteen Attendant
3.	Sh. Ram Kishan, Canteen Attendant
4.	Sh. Manish Kumar, Clerk
5.	Shri Deepak Rawat, Canteen Attendant

List of Canteen employees who are to work from home on alternate day for the period from 20.03.2020 to 03.04.2020 w.e.f.20.03.2020.

S.No.	Name and Designation in respect of Canteen Employees
1.	Shri Navin Saini, In charge of Manager Deptmental Canteen
2	Sh. Ashok Kumar, Asstt. Manager –cum-Store Keeper

List o Employees who are to work from home w.e.f.
20.03.2020 to 26.03.2020

SL. No.	Name of Labourers(S/Shri)
1	Sunil Kumar
2	Ved Prakash
3	Manoj Kumar Shah
4	Suresh Kumar
5	Sanjay Kumar Sharma
6	Surender
7	Mandeep Singh Chauhan
8	Deepak Singh Bisht
9	Sandeep Rana
10	Raj Kumar
Employees who are to work from home w.e.f. 27.03.2020 to 04.04.2020	
11	Shankar Lal
12	Narendra
13	Sohan Singh Rawat
14	Surender Singh Gusain
15	Inder Dev Yadav
16	Roopesh
17	Anit Kumar
18	Rahul
19	Ms. Raj Kumari
20	Parveen Kumar