

No. D-31015/2/2020-CC
Government of India
Publications Division
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi.

Dated: 07-01-2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government Officials - regarding.

In pursuance of Ministry of DoPT OM No.11013/9/2014-Estt. A-III dated 3rd January 2022 on the above subject, the following roster of duty for officers/ staff below the level of Under Secretary/ Deputy Director in Publications Division (H.Q) for the period from 05-01-2022 to 31-01-2022 is issued as under:-

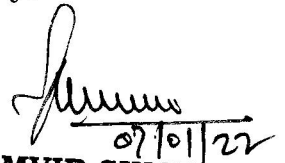
	First day (5, 7, 11, 13, 17, 19, 21, 25 & 28-01-2022)	Second day (6, 10, 12, 14, 18, 20, 24, 27 & 31-01-2022)
Sl.No.	NAME and Designation	NAME and Designation
1	Ms. Lalita Khurana, Asstt. Director	
2		Ms. Abha Gaur, Asstt. Director
3	Shri P.K. Mohanty, Asstt. Director	
4		Ms Farhat Parveen, Editor
5	Shri Ambrish Kishore, Asstt. Director	
6		Ms Ritu Shree, Editor
7	Ms Kanta Rani, Editor	
8		Sh. Abdul Mannan, Editor
9	Ms. Mamta Rani, Editor	
10		Ms Priyanka Singh, Editor
11	Ms. Remi Kumari, Editor (on leave)	
12		Ms. Shiela Rani, Editor
13	Ms. Apoorva Uperti, Asstt. Editor (C)	
14		Ms. Shruti Kriti, Asstt. Editor (C)
15	Shri Himanshu Pareek, Proofreader (C)	
16		Ms. Albeena Alvi, Proofreader (C)
	ADG (Admn.) Office Staff	
17	Ms. Poonam Mulwani, PS	(Mon, Wed & Friday)
18	Shri Saleem Ahamed, Steno-D	(Tue, Thu & Friday)
19	Shri Krishan Kumar, MTS	(Tue, Wed & Friday)

20	Shri Brij Mohan, MTS	- (Mon, Wed &, Thu)
	ADG (Editorial) Office Staff	
21	Ms. D.P. Poornima, Steno	
22		Shri Dinesh, Cook
	DD (A) office	
23	Shri Vishal Katyal, PS	
24		Shri. Vivek Raj, MTS
	Production Section	
25	Sh. Sanjay Pandey, AD (P)	- (Mon, Wed & Fri)
26		
27	Sh Sashi Prakash Singh, AD (P)	Sh. Surajit Basak, TA
28		
29	Shri Arvind Rana, CG-II	Sh. Mayank Dixit, CG-II
30		
31	Sh. S.L. Meena, Accountant	Shri Rakesh Kumar Meena, CG-II
32		
33	Sh. Subhash Chand, MTS	Shri Rahul Chandola, MTS
34	Shri Raj Verma, MTS	
	Admn.I Section	
35	Sh. Jagdish Kumar, SO (At lease 3 days a week)	
36	Shri Vikas Gulia, ASO	
37		
38	Sh. Mohan Singh, Coupen Clerk	Sh. Neeraj Jain, ASO
39		
	Admn.II Section	
40	Smt. Sudesh Kansal, SO (At lease 3 days a week)	
41		
42	Ms. Kusum, MTS	Ms. Aditi Sharma, ASO
43		
44	Shri Kailash Kumar Sahu, MTS	Sh. Diwan, SSA
	Editorial Section	
45	Sh.Sohan Singh Bisht, SO (At lease 3 days a week)	
46		
47	Ms. Thangngaiching, CG-II	Sh. Sarfaraz Ali, Accountant
48		
49	Shri Sumit, MTS	Shri Sachin Kumar, Sectt. Asstt.
50	Staff with Editors	
51		
		Sh. Hirdesh Kumar, Steno

52	Mr. Naveen Kumar, ASO	
53		
	Sh Chandan Kumar, Steno	Ms Nargis Sultana, Accounts Clerk
54		
55	Sh Mukesh Dutt Sharma, MTS	Sh. Himanshu Kumar, Steno
56		Sh Mukesh Dutt Sharma, MTS
57	Sh Som Pal Singh, MTS	Shri Takdeer, MTS
58		
59	Shri Mange Ram, MTS	Smt. Meenu Jha, MTS
60		
61	Shri Abhinav, MTS	Shri Avtar Singh, MTS
62		
63	Mr. Sukhbir Singh, MTS	Shri Baljeet Singh, MTS
64		
65	Ms. Preeti, MTS	Shri Praveen Kumar-I, MTS
66		
67	Shri Varun Kumar, MTS	Shri Praveen Kumar-II, MTS
68		
	Hindi Section	Ms. Ranjana, SA (C)
69	Ms. Shashi Lata, AD (OL)	
70		
71	Shri Shobhit Raj, Steno D	Pratima Kumari, STO
72		
	Library	Smt. Sunita, MTS
73		
74	Shri Tejpal Sharma, MTS	Ms. Jyoti, Storekeeper (C)

1. All staff involved in the work of INDIA Reference Annual 2022 are to attend office daily.
2. The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication during office hours. They should attend office, if called for any exigency of work.
3. Any official not attending office as per this roster will be treated as absent from duty without intimation, and necessary action will be taken against him/ her.

4. All Section Officers will be responsible for smooth functioning of their respective sections without any breakdown, and must come at least 3-4 days every week.
5. Section/ unit incharges may interchange duties of subordinate officials as per work requirements.
6. In case of urgent work, officials will have to report to office and complete the work.
7. Meanwhile if any order is issued by DoPT or MHA in this context, the order may be changed accordingly.
8. This issues with the approval of the competent authority.


(SOMVIR SINGH)
DEPUTY DIRECTOR (ADMN.)

All staff/ officers concerned

Copy to:- PPS to DG/ PS to ADG