



F. No. 21/1/NCST/2020-Admn.
Government of India
National Commission of Scheduled Tribes

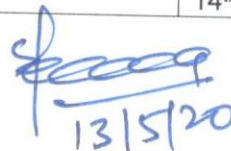
6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated: ...13/05/20...

Office Order


In pursuance of Ministry of Home Affairs Order No. 40/3/2020-DM-I (A) dated 15.04.2020 & 01.05.2020, Ministries/Departments of Government of India have to functions with 100% attendance of Officers of the level of Deputy Secretary and above. For officers/Officials below the level of Deputy Secretary, 33% Attendance is required. It has been decided that the officers/officials of NCST will attend the office as per following roster/arrangements: -

Section/Unit	Name	Designation	Working Days
Administration	Shri Vasim Akram	Stenographer	15 th May, 2020
	Shri Bharat Singh	Consultant	15 th May, 2020
	Shri Jitendra Kumar	MTS	14 th May, 2020
	Shri Ashok Kumar	DEO	14 th May, 2020
	Shri Ramesh Prasad	Attendant	15 th May, 2020
	Shri Sumit Kumar	Driver	14 th & 15 th May, 2020
	Shri Praveen Kumar	Staff Car Driver	14 th & 15 th May, 2020
	Shri Ram Ujagar	Cosmetic Attendant	14 th May, 2020
	Shri Rajiv kumar	Cosmetic Attendant	15 th May, 2020
	Cash Section	Shri Govind Dayal	SSA/Caretaker
Shri Babu Ram		UDC	14 th May, 2020
Shri Krishna Majhi		LDC	15 th May, 2020
Miss Deepali		DEO	14 th May, 2020
Shri Varun Kumar		DEO	15 th May, 2020
Establishment	Shri S. P. Meena	Assistant Director	15 th May, 2020
	Bharat Bhushan Jain	Consultant	14 th May, 2020
	Shri Deepak Kumar Sharma	DEO	14 th May, 2020
	Shri Dinesh Kumar	MTS	15 th May, 2020
Coordination	Shri S. P. Meena	Assistant Director	14 th May, 2020
	Shish Pal Singh	Consultant	15 th May, 2020
	Miss Laxmi Kumari Meena	Stenographer	14 th May, 2020
	Shri Madan Lal Verma	Attendant	15 th May, 2020
Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	14 th & 15 th May, 2020
	Shri Manoj Kumar Shaw	STO	14 th May, 2020
	Smt. Krishna	JTO	14 th May, 2020
	Smt. Monica Tigga	PA	15 th May, 2020
	Smt. Krishna	MTS	14 th & 15 th May, 2020
Research Unit-I	Shri R. S. Mishra	Sr. Investigator	15 th May, 2020
	Shri Punit	DEO	14 th May, 2020


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	Smt. Krishna	MTS	14 th & 15 th May, 2020
Research Unit-II	Shri P. L. Bairwa	ASO	14 th & 15 th May, 2020
	Miss Shalu Kalra	DEO	15 th May, 2020
	Shri Firey Singh	MTS	14 th & 15 th May, 2020
Research Unit-III	Shri Alok Kumar Dwivedi	Consultant	15 th May, 2020
	Smt. Ritu	DEO	14 th May, 2020
	Shri Nitesh Kumar Pathak	DEO	14 th & 15 th May, 2020
Research Unit-IV	Shri Y. K. Bansal	Research Officer	14 th & 15 th May, 2020
	Shri Hari Ram Meena	Sr. Investigator	15 th May, 2020
	Smt. Geeta Kuttan	DEO	14 th May, 2020
	Shri Lal Bahadur Mahto	MTS	14 th & 15 th May, 2020
Secretary Office	Shri Ajeet Kumar	DEO	14 th & 15 th May, 2020
	Shri Shatrughan Prasad	MTS	14 th May, 2020
	Shri Rakesh Kumar	Staff Car Driver	14 th & 15 th May, 2020
	Shri Chhagan Lal	Attendant	15 th May, 2020
Joint Secretary Office	Shri Arun Kumar	Driver	14 th & 15 th May, 2020
	Shri Raj Kumar Badlia	PS	14 th & 15 th May, 2020
	Shri Pankaj	MTS	14 th & 15 th May, 2020
Deputy Secretary Office	Shri Amber	Driver	14 th & 15 th May, 2020
	Smt. Yamini	DEO	15 th May, 2020
Director Office	Shri Manoj Kumar	Attendant	14 th & 15 th May, 2020
	Miss Aditi Sonkar	DEO	14 th & 15 th May, 2020
NIC Cell	Smt. Poonam	MTS	14 th & 15 th May, 2020
	Shri Sanjay Kumar Gupta	Software Engineer	14 th & 15 th May, 2020
R&I Section	Shri Himanshu Joshi	Hardware & Network Engineer	14 th & 15 th May, 2020
	Smt. Sumitra	MTS	14 th & 15 th May, 2020
	Shri Sushil	MTS	15 th May, 2020
Legal Cell	Shri D. D. Tripathi	Consultant	14 th & 15 th May, 2020
Report Section	Shri K. P. Singh	Consultant	14 th & 15 th May, 2020
Reception	Shri Ram Swaroop	Attendant	14 th May, 2020

2. If any officers/officials who have not attended the office on specific allotted day since the rosters were drawn up, they have to apply for appropriate leave on eHRMS.
3. Moreover, 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 at all times, they should attend office, if called for any exigency of work.
4. This issues with the approval of the Competent Authority.


 (S. P. Meena) 5/20
 Assistant Director

Copy to: -

1. All Concerned officers/Officials/Staff Regular and Outsourced.
2. Upload Website & Emergency Group.
3. e-Office