

Z-11018/4/2020-Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

G-Wing, NBO Building,
Nirman Bhawan, New Delhi-110011

Dated: 17th April, 2020

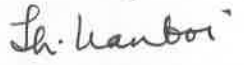
OFFICE MEMORANDUM

Subject: Weekly roster of duty for Under Secretary and below levels officers in DoLR w.e.f. 16.04.2020 to 03.05.2020.

In continuation to this office O.M. of even number dated 15.04.2020 regarding striving for normalcy, a weekly roster of duty for Under Secretary and below levels officers for Divisions/ Sections of the Department w.e.f. 16.04.2020 to 03.05.2020 is enclosed for compliance.

2. All the Branch Officers may kindly ensure the implementation of the enclosed roster in respect of employees of their concerned Division/ Section.
3. This issues with the approval of Secretary(LR).

Encl.: as above


(Th. Lianboi)
Under Secretary(Admn.)

Distribution:

- ❖ JS(LR)/ JS(WM)/ EA(PME)/ DDG(A&C)
- ❖ Director (LR)/ Director(WM)/ DS(LR)/DS(IFD)/ Scientist (TE)/ JD(LR)
- ❖ US(GC&Parl.)/ US(LR)-GKD/ US(LR)-AH/ US(WM)/ US(PME)/ US(IFD)/ AC(LR)/ DD(OL)
- ❖ SO(Admn.)/ SO(Coord)/ SO(GC)/ SO(PME)/ SO(WM) – GS/ SO(WM)- AKV
- ❖ All other Officers and Staff of DoLR

Copy for information:

- ❖ PPS to Secretary
- ❖ Sr. PPS to Additional Secretary

ANNEXURE-I

The officers/ staff in the level of Under Secretary & below are to attend their official duties on the following dates as per roster provided by concerned Divisions and in compliance of the MHA order dated 15.04.2020 for the period of extended Lockdown (15 April-03 May 2020) :

(A) Administration & Coordination Division :

S.No.	Name & Designation (S/Shri/Smt)	Week-1 (15-17/04/2020)	Week-2 (20-24/04/2020)	Week-3 (27/04/2020 to 01/05/2020)
(a) Admn. Section :				
1	Th. Lianboi, US	15 – 17 April 2020	20-21 & 23-24 April 2020	27-30 April 2020
2	Nand Kishor, SO	15 & 17 April 2020	20 & 24 April 2020	27 April & 01 May 2020
3	Abha Bist, ASO	-	20 & 22 April 2020	28 April 2020 01 May 2020
4	Y.V.S. Verma, ASO	16 April 2020	21, 22 & 24 April 2020	27, 29 April & 01 May 2020
5	Abid Hussain, RI	15 & 17 April 2020	21-24 April 2020	27-30 April 2020
6	Ashok Kumar, SSA	16 & 17 April 2020	20 & 22 April 2020	28 & 30 April 2020
7	Saseebhai P.R, MTS	-	21 & 23 April 2020	27 & 29 April 2020
(b) GC & Parl. Section :				
8	Arjun Rana, US (GC& Parl.)	15 & 17 April 2020	20-22 & 24 April 2020	27, 28 & 30 April 01 May 2020
9	Vivek Sabharwal, SO	-	20,22 &24 April 2020	28 & 30 April 2020
10	S.K. Sharma, SO	-	21 & 23 April 2020	27 & 29 April 2020
11	Arjun Singh, MTS	16 & 17 April 2020	20, 22 & 24 April 2020	27, 29-30 April 2020
(c) OL/Hindi Division :				
12	Sarita Kunwar, DD (OL)	-	20, 22 & 24 April 2020	27, 29 & 30 April
13	Laxmi, SHT	-	21 & 23 April 2020	28 & 30 April 2020
14	Sant Kumar, JHT	-	20, 22 & 24 April 2020	27, 29 & 30 April
15	Pitamber Singh, Steno Gr.D	-	21 & 23 April 2020	28 & 30 April 2020
(d) Cash Section:				
16	Ms. Rosily Martin, Accountant	16 April 2020	21 & 23 April 2020	27, 29 & 30 April
17	Rajender Kumar, SSA/ UDC	17 April 2020	20, 22 & 24 April 2020	28 & 30 April 2020
18	Tula Ram MTS	17 April 2020	20, 22 & 24 April 2020	28 & 30 April 2020
(e) CR/ R&I Section:				
19	Ashok K. Sharma, Dispatch Rider	16 April 2020	20, 22 & 24 April 2020	27, 29 & 30 April
20	Ashok Kumar, MTS	17 April 2020	21 & 23 April 2020	28 & 30 April 2020

Dates not mentioned against the officers are expected to work from home to the extent possible.

Outsourced & Contractual Employees including Consultants posted in Admn. & GC and Hindi Section to attend office on requirement basis from time to time.

(B) WM Division :

S.No.	Name & Designation (S/Shri/Smt)	Week-2 (20-24/04/2020)	Week-3 (27/04/2020 to 01/05/2020)
1	Binod Kumar, US	20, 22, 24 April, 2020	27, 29 April & 01 May 2020
2	Byasdev Naik, AD	21 & 23 April, 2020	28 & 30 April 2020
3	Shanoo Bhat, TO	20, 22 April, 2020	27 & 29 April 2020
4	Pradeep Kumar, TO	21, 24 April, 2020	28 April & 01 May 2020
5	Manoj Gaur, RI	20 & 23 April, 2020	27 & 30 April, 2020
6	Vikrant	On leave	On leave
7	Gyan Singh. SO	20 & 23 April, 2020	27 & 30 April, 2020
8	A.K. Verma, SO	21 & 22 April, 2020	28 & 29 April, 2020
9	M.S. Gosain, Consultant	20 & 21 April, 2020	27 & 29 April, 2020
10	Seema Gambhir, PS	21 & 24 April, 2020	28 April & 01 May 2020
11	Shabnoor Khan, DEO	21 & 23 April, 2020	28 & 30 April, 2020
12	Sana Khan, DEO	21 & 22 April, 2020	28 & 29 April, 2020
13	Naveen, DEO	20 & 22 April, 2020	27 & 29 April, 2020
14	Bharat, DEO	20 & 24 April, 2020	27 April & 01 May 2020
15	Dimple Thareja, DEO	23 & 24 April, 2020	30 April & 01 May, 2020
16	Rajbir, UDC	On requirement basis.	
17	Rajkumar, MTS		
18	Rajinder, MTS		
19	Raj, MTS		
20	Prem Jha, Software Consultant		

Dates not mentioned against the officers are expected to work from home to the extent possible.

(C) PME Division :

S.No.	Name & Designation (S/Shri/Smt)	Week-1 (15-17/04/2020)	Week-2 (20-24/04/2020)	Week-3 (27/04/2020 to 01/05/2020)
1	Neeraj Kumar, US	16 April, 2020	20 & 23 April, 2020	27 & 30 April, 2020
2	Surender Kumar, SO	-	21, 22 April, 2020	28,29 April, 2020
3	D.C. Sharma, PS	17 April, 2020	22 April, 2020	29 April, 2020
4	Rajeshwar, Consultant	17 April, 2020	24 April, 2020	1 May, 2020
5	Vinod Kumar, MTS	17 April, 2020	22 April, 2020	29 April, 2020
6	Surinder Singh, MTS	16 April, 2020	21 & 24 April, 2020	28 April, 1 May, 2020
7	Ravi Negi, DEO SO	-	21, 24 April, 2020	28 April, 1 May 2020
8	Ravi Arora, DEO	-	20 & 23 April, 2020	27,30 April, 2020
9	Sudha, DEO	16 April, 2020	20, 23, April, 2020	27,30 April, 2020

Dates not mentioned against the officers are expected to work from home to the extent possible.

(D) LR Division :

S.No.	Name & Designation (S/Shri/Smt)	Week-2 (20-24/04/2020)	Week-3 (27/04/2020 to 01/05/2020)
1	Asit Halder, US	20, 23-24 April, 2020	28, 30 April, 1 May, 2020
2	Gopal Kishan Dhakate, US	21-22 April, 2020	27, 29 April, 2020
3	V. Srinivas, AC	20, 22, 24 April, 2020	27, 29 April, 1 May, 2020
4	Rajesh Sajlani, PPS	20 & 24 April, 2020	27 April, 1 May, 2020
5	Dimple Pahwa, PS	21, 23 April, 2020	28, 30 April, 2020
6	Mayank Paul, ASO	20, 22 & 24 April, 2020	27, 29 April, 1 May, 2020
7	Shanti Devi, SSA	20 & 23 April, 2020	27, 30 April, 2020
8	Han Raj, MTS	21 & 24 April, 2020	28 April, 1 May, 2020
9	Vikram, DEO	22-23 April, 2020	29-30 April, 2020
10	Kajal, DEO	21, 23 April, 2020	28, 30 April, 2020
11	Bhaskar, DEO	20 & 24 April, 2020	27 April, 1 May, 2020
12	Navratan Sharma, MTS	20, 22 & 24 April, 2020	27, 29 April, 1 May, 2020
13	Pushpa Joshi MTS	21, 23 April, 2020	28, 30 April, 2020
14	Sudhir, MTS	20, 22 & 24 April, 2020	27, 29 April, 2020
15	Aman, MTS	21, 23 April, 2020	28, 30 April, 1 May, 2020
16	Manish, DEO	21 & 23 April, 2020	28, 30 April, 2020
17	Shyam Singh, Consultant	20 & 24 April, 2020	27, 30 April, 2020

Dates not mentioned against the officers are expected to work from home to the extent possible.

(E) IF Division:

S.No.	Name & Designation (S/Shri/Smt)	Week-2 (20-24/04/2020)	Week-3 (27/04/2020 to 01/05/2020)
1	Rajeev Bahal, US	22 & 23 April, 2020	29 & 30 April, 2020
2	Smt. Janaki V., JAO	20,21 & 24 April, 2020	27 & 28 April and 01 May 2020
3	Manoj Yadav, DEO	On requirement basis.	
4	Dharmendra , MTS		

Dates not mentioned against the officers are expected to work from home to the extent possible.

(F) O/o Secretary (LR):

- ❖ Sh. Madhu Thota, PPS and Smt. Gagan Kanta to attend the duties alternatively as per requirement in the O/o Secretary(LR).

(G) O/o Additional Secretary (LR) :

- (i) Shri Tarun, Consultant(PS) and Shri Mahesh, Steno D to attend Office on alternate days
- (ii) Shri Sanjay Kumar MTS and Shri Hariom, MTS will come in alternate days.

(H) O/o DDG(A&C) :

- (i) Smt. Parbati Das, PPS to attend office on Monday, Wednesday & Friday.
- (ii) Sh. P.C. Jha, Consultant (PS) will be called as per requirement in O/o DDG.

(I) The Sr. PPSs namely, (i) Smt. M. Lata and (ii) Smt. Rashmi Minocha and at the level of DS are required to attend the office regularly as per the MHA guidelines dated 15.04.2020.

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