



**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: 12.10.2020

**Office Order**

In pursuance of Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) O.M. No. 11013/9/2014-Estt.A.III dated 07.10.2020, it has been decided that the officers/officials below the level of Under Secretary working in this Commission will attend the office as per following roster/arrangements on all working days from **14.10.2020 to 31-10.2020**: -

Section/Unit	Name	Designation	Working Days
Administration	Shri R. K. Dubey	Assistant Director	All Working Days
	Shri Bharat Singh	Consultant	All Working Days
	Shri Jitendra Kumar	MTS	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Ashok Kumar	DEO	All Working Days
	Shri Ramesh Prasad	Attendant	Exempted till recovery & joining (Covid-19 Positive)
	Shri Sumit Kumar	Driver	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Praveen Kumar	Staff Car Driver	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Ram Ujagar	Cosmetic Attendant	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Rajiv kumar	Cosmetic Attendant	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
Cash Section	Shri Govind Dayal	SSA/Caretaker	All Working Days
	Shri Babu Ram	UDC	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Krishna Majhi	LDC	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Miss Deepali	DEO	All Working Days
	Shri Varun Kumar	DEO	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
Establishment	Shri S. P. Meena	Assistant Director	All Working Days
	Bharat Bhushan Jain	Consultant	All Working Days
	Shri Deepak Kumar Sharma	DEO	All Working Days
	Shri Dinesh Kumar	MTS	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
Coordination	Shri S. P. Meena	Assistant Director	All Working Days
	Miss Aditi Sonkar	DEO	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Madan Lal Verma	Attendant	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	15,19,21,23,27 and 29 <sup>th</sup> October, 2020

	Smt. Krishna	JTO	Maternity Leave
	Smt. Monica Tigga	PA	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Smt. Krishna	MTS	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
Research Unit-I	Shri R. S. Misra	Sr. Investigator	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Punit	DEO	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Smt. Krishna	MTS	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
Research Unit-II	Shri P. L. Bairwa	ASO	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Miss Shalu Kalra	DEO	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Firey Singh	MTS	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
Research Unit-III	Shri Alok Kumar Dwivedi	Consultant	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Smt. Ritu	DEO	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Nitesh Kumar Pathak	DEO	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
Research Unit-IV	Shri Y. K. Bansal	Research Officer	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Hari Ram Meena	Sr. Investigator	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Smt. Geeta Kuttan	DEO	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Lal Bahadur Mahto	MTS	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
Secretary Office	Shri Ajeet Kumar	DEO	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Shatrughan Prasad	MTS	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Rakesh Kumar	Staff Car Driver	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Chhagan Lal	Attendant	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Arun Kumar	Driver	All Working Days
Joint Secretary Office	Shri Raj Kumar Badlia	PS	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Pankaj	MTS	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
	Shri Amber	Driver	All Working Days
Deputy Secretary Office	Smt. Yamini	DEO	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Shri Manoj Kumar	Attendant	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
Director Office	Miss Laxmi Kumari Meena	Stenographer	15,19,21,23,27 and 29 <sup>th</sup> October, 2020
	Smt. Poonam	MTS	14,16,20,22,26, and 28 <sup>th</sup> October, 2020
NIC Cell	Shri Sanjay Kumar Gupta	Software Engineer	All Working Days
	Shri Himanshu Joshi	Hardware & Network Engineer	All Working Days
	Shri Vivek Kumar	Software Engineer	All Working Days
	Shri Puneet Tanwar	Software Engineer	All Working Days

R&I Section	Smt. Sumitra	MTS	Exempted till recovery & joining (Covid-19 Positive)
	Shri Sushil	MTS	All Working Days
Legal Cell	Shri D. D. Tripathi	Consultant	All Working Days
Reception	Shri Ram Swaroop	Attendant	15,19,21,23,27 and 29 <sup>th</sup> October, 2020

2. Any officers/officials not attend the office on specific allotted day as per the roster above will have to apply for appropriate leave on eHRMS.

3. Working hours for Administration, Cash, RU-III, and NIC sections will be 9:00 AM to 5:30 PM with lunch break from 1:00 PM to 1:30 PM. Working hours for Hindi Section, Establishment, Co-ordination, R&I, RU-II RU-III and RU-IV sections will be 10.00 AM to 6:30 PM with lunch break from 1:30 PM to 2:00 PM.

4. All officers/officials are advised to follow National Directives for COVID-19 Management and ensure wearing face cover, follow social distancing, avoid gathering and spitting in public places and consumption of Liquor, Paan, Guthka, Tobacco etc. in public places. They are also directed to co-operate in Thermal Scanning at the entry points of the office and utilize hand wash and sanitizing facilitate available in the office.

5. Moreover, the officials who are working from home on a particular day as per the roster should be available on telephone and electronic means of communication at all times and they should attend office, if called for any exigency of work.

4. This issues with the approval of the Competent Authority.



(R. K. Dubey)

Assistant Director (Admn.) & HOD

Copy to: -

1. All Concerned officers/Officials/Regular and Outsourced Staff.
2. Head of Office of All Regional offices of NCST for similar action.
3. NIC Cell for Upload Website & Emergency WhatsApp Group.
4. e-Office