



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: 01-06-2020

Office Order

In pursuance of Govt. of India, Ministry of Home Affairs order no. 40-3/2020-DM-I(A) dated 30.05.2020 and continuation of this office order of even no. dated 15-5-2020, it has been decided that the officers/officials below the level of Deputy Secretary working in this Commission will attend the office as per following roster/arrangements from 01.06.2020 to 30.06.2020: -

Section/Unit	Name	Designation	Working Days
Administration	Shri Vaseem Akram	Stenographer	All Working Days
	Shri Bharat Singh	Consultant	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Jitendra Kumar	MTS	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Ashok Kumar	DEO	All Working Days
	Shri Ramesh Prasad	Attendant	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Sumit Kumar	Driver	All Working Days
	Shri Praveen Kumar	Staff Car Driver	All Working Days
	Shri Ram Ujagar	Cosmetic Attendant	All Working Days
	Shri Rajiv kumar	Cosmetic Attendant	All Working Days
Cash Section	Shri Govind Dayal	SSA/Caretaker	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Babu Ram	UDC	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Krishna Majhi	LDC	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Miss Deepali	DEO	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Varun Kumar	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
Establishment	Shri S. P. Meena	Assistant Director	All Working Days
	Bharat Bhushan Jain	Consultant	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Deepak Kumar Sharma	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Dinesh Kumar	MTS	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020

Coordination	Shri S. P. Meena	Assistant Director	All Working Days
	Shish Pal Singh	Consultant	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Miss Laxmi Kumari Meena	Stenographer	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Madan Lal Verma	Attendant	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Manoj Kumar Shaw	STO	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Smt. Krishna	JTO	Exempted subject to production of medical certificate
	Smt. Monica Tigga	PA	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Smt. Krishna	MTS	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
Research Unit-I	Shri R. S. Misra	Sr. Investigator	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Punit	DEO	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Smt. Krishna	MTS	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
Research Unit-II	Shri P. L. Bairwa	ASO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Miss Shalu Kalra	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Firey Singh	MTS	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
Research Unit-III	Shri Alok Kumar Dwivedi	Consultant	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Smt. Ritu	DEO	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Nitesh Kumar Pathak	DEO	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
Research Unit-IV	Shri Y. K. Bansal	Research Officer	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Hari Ram Meena	Sr. Investigator	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Smt. Geeta Kuttan	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Lal Bahadur Mahto	MTS	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
Secretary Office	Shri Ajeet Kumar	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Shatrughan Prasad	MTS	All Working Days
	Shri Rakesh Kumar	Staff Car Driver	All Working Days
	Shri Chhagan Lal	Attendant	2,4,9,11 June, 2020
	Shri Arun Kumar	Driver	All Working Days

Joint Secretary Office	Shri Raj Kumar Badlia	PS	All Working Days
	Shri Pankaj	MTS	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Amber	Driver	All Working Days
Deputy Secretary Office	Smt. Yamini	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Shri Manoj Kumar	Attendant	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
Director Office	Miss Aditi Sonkar	DEO	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
	Smt. Poonam	MTS	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
NIC Cell	Shri Sanjay Kumar Gupta	Software Engineer	All Working Days
	Shri Himanshu Joshi	Hardware & Network Engineer	All Working Days
R&I Section	Smt. Sumitra	MTS	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
	Shri Sushil	MTS	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
Legal Cell	Shri D. D. Tripathi	Consultant	1,3,5,9,11,15, 17, 19, 23, 25, 29 June, 2020
Report Section	Shri K. P. Singh	Consultant	2,4,8,10, 12, 16, 18, 22, 24, 26, 30 June, 2020
Reception	Shri Ram Swaroop	Attendant	All Working Days

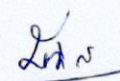
2. Any officer/official not attending the office on specific allotted day as per the roster above will have to apply for appropriate leave on eHRMS.

3. Working hours for Administration, Cash, RU-III, NIC and 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, Establishment, Co-ordination, R&I, RU-I and RU-II sections will be 9:30 AM to 6:00 PM with lunch break from 1:30 PM to 2:00 PM. Working hours for rest of the sections will be 10:00 AM to 6:30 PM with lunch break from 2:00 PM to 2:30 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, gutka, 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 facilities available in the office.

3. 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