



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: ~~30.04.2021~~

OFFICE ORDER

02.05.

In pursuance of Govt. of India, Ministry of Home Affairs, Government of India order No. 40-3/2020-DM-I(A) dated 29.04.2021, it has been decided that the officers/officials of the level of Under Secretary and below working in this Commission will attend the office as per following roster/arrangements on all working days until 16.05.2021 or further orders, whichever is earlier: -

Section/Unit	Name	Designation	Working Days
O/o the Hon'ble Chairperson	Shri Chaudhari Rakesh Ekanath	PS to Chairperson	All Working Days
	Shri Abhinav Prakash	APS to Chairperson	Home Quarantine
	Shri Vishwanath Prakash Allannavar	PA to Chairperson	3,5,7,11 and 13 th May, 2021
	Shri Sukhdev	PA to Chairperson	4,6,10,12, and 14 th May, 2021
	Shri Praveen Kumar	Staff Car Driver	All Working Days
	Shri Rakesh Kumar	Staff Car Driver	All Working Days
	Shri Chhagan Lal	Attendant	All Working Days
O/o the Hon'ble Member	Shri P.K. Parida	PS to Member	To be decided by Member
	Shri Bibhuti Bhushan Biswal	PA to Member	To be decided by PS
	Shri Manoj Kumar	Attendant	Home Quarantine
Establishment	Shri Madan Lal Meena	Under Secretary	3,5,7,11 and 13 th May, 2021
	Bharat Bhushan Jain	Consultant	On Leave
	Miss Laxmi Kumari Meena	Stenographer	3,5,7,11 and 13 th May, 2021
	Shri Dinesh Kumar	MTS	3,5,7,11 and 13 th May, 2021
Administration	Shri R. K. Dubey	Assistant Director	3,5,7,11 and 13 th May, 2021
	Shri Bharat Singh	Consultant	4,6,10,12, and 14 th May, 2021
	Shri Jitendra Kumar	MTS	All Working Days from 03 rd May to 07 th May,

			2021 for opening and closing the office.
	Shri Ashok Kumar	Office Assistant	3,5,7,11 and 13 th May, 2021
	Shri Ramesh Prasad	Attendant	3,5,7,11 and 13 th May, 2021
	Shri Sumit Kumar	Driver	All Working Days
	Shri Ram Ujagar	Cosmetic Attendant	3,5,7,11 and 13 th May, 2021
	Shri Rajiv Kumar	Cosmetic Attendant	4,6,10,12, and 14 th May, 2021
Cash Section	Shri Govind Dayal	SSA/Caretaker	4,6,10,12, and 14 th May, 2021
	Shri Krishna Majhi	LDC	4,6,10,12, and 14 th May, 2021
	Miss Deepali	Office Assistant	Home Quarantine
	Shri Varun Kumar	DEO	Home Quarantine
Coordination	Shri S. P. Meena	Assistant Director	4,6,10,12, and 14 th May, 2021
	Miss Aditi Sonkar	DEO	4,6,10,12, and 14 th May, 2021
	Shri Madan Lal Verma	Attendant	4,6,10,12, and 14 th May, 2021
Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	4,6,10,12, and 14 th May, 2021
	Smt. Krishna	JTO	Leave
	Shri Dharmendra Kumar	JTO	4,6,10,12, and 14 th May, 2021
	Smt. Monica Tigga	PA	4,6,10,12, and 14 th May, 2021
	Smt. Krishna	MTS	4,6,10,12, and 14 th May, 2021
Research Unit-I	Shri R. S. Misra	Sr. Investigator	4,6,10,12, and 14 th May, 2021
	Shri Punit	DEO	4,6,10,12, and 14 th May, 2021
	Smt. Krishna	MTS	4,6,10,12, and 14 th May, 2021
Research Unit-II	Shri P. L. Bairwa	ASO	4,6,10,12, and 14 th May, 2021
	Miss Shalu Kalra	DEO	4,6,10,12, and 14 th May, 2021
	Smt. Poonam	MTS	4,6,10,12, and 14 th May, 2021
Research Unit-III	Shri Hari Ram Meena	Sr. Investigator	Leave
	Shri Alok Kumar Dwivedi	Consultant	3,5,7,11 and 13 th May, 2021
Research Unit-IV	Shri Y. K. Bansal	Research Officer	3,5,7,11 and 13 th May, 2021
	Smt. Geeta Kuttan	DEO	3,5,7,11 and 13 th May, 2021

	Shri Lal Bahadur Mahto	MTS	3,5,7,11 and 13 th May, 2021
Secretary Office	Shri Ajeet Kumar	DEO	3,5,7,11 and 13 th May, 2021
	Shri Shatrughan Prasad	MTS	4,6,10,12, and 14 th May, 2021 (Also to assist in opening and closing the office)
	Shri Arun Kumar	Driver	All Working Days
Joint Secretary Office	Shri Raj Kumar Badlia	PS	4,6,10,12, and 14 th May, 2021
	Shri Pankaj	MTS	3,5,7,11 and 13 th May, 2021 (Also to assist in opening and closing the office)
Deputy Secretary Office	Smt. Yamini	DEO	4,6,10,12, and 14 th May, 2021
Director Office	Shri Deepak Kumar Sharma	DEO	4,6,10,12, and 14 th May, 2021
	Shri Firey Singh	MTS	4,6,10,12, and 14 th May, 2021
NIC Cell	Shri Sanjay Kumar Gupta	Software Engineer	3,5,7,11 and 13 th May, 2021
	Shri Himanshu Joshi	Hardware & Network Engineer	All Working Days
	Shri Vivek Kumar	Software Engineer	3,5,7,11 and 13 th May, 2021
	Shri Puneet Tanwar	Software Engineer	4,6,10,12, and 14 th May, 2021
R&I Section	Smt. Sumitra	MTS	4,6,10,12, and 14 th May, 2021
	Shri Sushil	MTS	All Working Days from 10 th May to 14 th May, 2021 for opening and closing the office.
Legal Cell	Shri D. D. Tripathi	Consultant	3,5,7,11 and 13 th May, 2021
	Smt. Ritu	Assistant (Legal)	3,5,7,11 and 13 th May, 2021
Reception	Shri Ram Swaroop	Attendant	4,6,10,12, and 14 th May, 2021

Note *: - 14th May, 2021 is declared Gazetted Holiday on account of Id-ul-Fitr subject to appearance of moon.

2. Any officers/officials not attending the office on specific allotted day as per the roster above will have to apply for appropriate leave on eHRMS. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.

3. Working hours for Administration, Cash, Legal 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 O/o Hon'ble Chairperson, Hon'ble Member, Secretary, Joint Secretary, Deputy Secretary and Director, RU-I, RU-II, RU-III and RU-IV Section will be from 9:30 to 6:00 PM with Lunch Break from 1:30 to 2:00 PM. Working Hours for Hindi Section, Establishment, Co-ordination and R&I 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, 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 facilities available in the office. All employees of the age of 18 years and above 45 are advised to get themselves vaccinated.

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
02/05/2021

(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