



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: 15-5-2020

Office Order

In continuation of this office order of even no. dated 13-5-2020, 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 for the remaining days of May,2020 :-

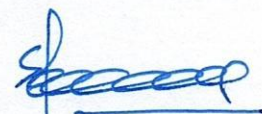
Section/Unit	Name	Designation	Working Days
Administration	Shri Vasim Akram	Stenographer	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Bharat Singh	Consultant	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Jitendra Kumar	MTS	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Ashok Kumar	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Ramesh Prasad	Attendant	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Sumit Kumar	Driver	All Working Days
	Shri Praveen Kumar	Staff Car Driver	All Working Days
	Shri Ram Ujagar	Cosmetic Attendant	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Rajiv kumar	Cosmetic Attendant	19 th ,21 st ,26 th & 28 th May, 2020
Cash Section	Shri Govind Dayal	SSA/Caretaker	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Babu Ram	UDC	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Krishna Majhi	LDC	19 th ,21 st ,26 th & 28 th May, 2020
	Miss Deepali	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Varun Kumar	DEO	19 th ,21 st ,26 th & 28 th May, 2020
Establishment	Shri S. P. Meena	Assistant Director	All Working Days
	Bharat Bhushan Jain	Consultant	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Deepak Kumar Sharma	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Dinesh Kumar	MTS	19 th ,21 st ,26 th & 28 th May, 2020
Coordination	Shri S. P. Meena	Assistant Director	All Working Days
	Shish Pal Singh	Consultant	19 th ,21 st ,26 th & 28 th May, 2020
	Miss Laxmi Kumari Meena	Stenographer	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Madan Lal Verma	Attendant	19 th ,21 st ,26 th & 28 th May, 2020
Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Manoj Kumar Shaw	STO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Smt. Krishna	JTO	19 th ,21 st ,26 th & 28 th May, 2020
	Smt. Monica Tigga	PA	19 th ,21 st ,26 th & 28 th May, 2020
	Smt. Krishna	MTS	19 th ,21 st ,26 th & 28 th May, 2020
Research Unit-I	Shri R. S. Misra	Sr. Investigator	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Punit	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Smt. Krishna	MTS	19 th ,21 st ,26 th ,28 th & 29 th May,2020
Research Unit-II	Shri P. L. Bairwa	ASO	19 th ,21 st ,26 th ,28 th & 29 th May,2020
	Miss Shalu Kalra	DEO	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Firey Singh	MTS	19 th ,21 st ,26 th ,28 th & 29 th May,2020

Research Unit-III	Shri Alok Kumar Dwivedi	Consultant	19 th ,21 st ,26 th & 28 th May, 2020
	Smt. Ritu	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Nitesh Kumar Pathak	DEO	19 th ,21 st ,26 th & 28 th May, 2020
Research Unit-IV	Shri Y. K. Bansal	Research Officer	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Hari Ram Meena	Sr. Investigator	19 th ,21 st ,26 th & 28 th May, 2020
	Smt. Geeta Kuttan	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Lal Bahadur Mahto	MTS	19 th ,21 st ,26 th & 28 th May, 2020
Secretary Office	Shri Ajeet Kumar	DEO	All Working Days
	Shri Shatrughan Prasad	MTS	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Rakesh Kumar	Staff Car Driver	All Working Days
	Shri Chhagan Lal	Attendant	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Arun Kumar	Driver	All Working Days
Joint Secretary Office	Shri Raj Kumar Badlia	PS	All Working Days
	Shri Pankaj	MTS	All Working Days
	Shri Amber	Driver	All Working Days
Deputy Secretary Office	Smt. Yamini	DEO	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
	Shri Manoj Kumar	Attendant	All Working Days
Director Office	Miss Aditi Sonkar	DEO	All Working Days
	Smt. Poonam	MTS	18 th ,20 th ,22 nd ,27 th & 29 th May,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	19 th ,21 st ,26 th & 28 th May, 2020
	Shri Sushil	MTS	19 th ,21 st ,26 th & 28 th May, 2020
Legal Cell	Shri D. D. Tripathi	Consultant	19 th ,21 st ,26 th & 28 th May, 2020
Report Section	Shri K. P. Singh	Consultant	18 th ,20 th ,22 nd ,27 th & 29 th May,2020
Reception	Shri Ram Swaroop	Attendant	18 th ,20 th ,22 nd ,27 th & 29 th May,2020

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.

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.



(S.P. Meena)

Assistant Director

Copy to: -

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