



सत्यमेव जयते

**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: 31.05.2021

**OFFICE ORDER**

01.06.2021

In pursuance of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training (DoPT), Government of India order No. 11013/9/2014-Estt. A.III dated 28.05.2021 and in continuation of this office order of even No. dated 02.05.2021, it has been decided that the officers 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 from 01.06.2021 to 15.06.2021 or until 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	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Shri Vishwanath Prakash Allannavar	PA to Chairperson	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Shri Sukhdev	PA to Chairperson	2,4,8,10 and 14 <sup>th</sup> June, 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 (will additionally look after Secretary office in absence of Shatrughan Prasad, MTS)
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	To be decided by PS
Secretary Office	Smt. C. Jenny Raj	PSO to Secretary	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Shri Ajeet Kumar	DEO	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Shatrughan Prasad	MTS	1,2,3,4,7,8 June 2021 (Also responsibility of



			opening and Closing the office)
	Shri Arun Kumar	Driver	All Working Days
Joint Secretary Office	Shri Raj Kumar Badlia	PS	All Working Days
	Shri Pankaj	MTS	9,10,11,14 and 15 June 2021 (Also responsibility of opening and Closing the office)
Deputy Secretary Office	Shri R. K. Arora	Deputy Secretary	All Working Days
	Smt. Yamini	DEO	2,4,8,10 and 14 <sup>th</sup> June, 2021
Director Office	Dr. Lalit Latta	Director	All Working Days
	Shri Deepak Kumar Sharma	DEO	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Shri Firey Singh	MTS	2,4,8,10 and 14 <sup>th</sup> June, 2021
Establishment Section	Shri Madan Lal Meena	Under Secretary	Home Quarantine /Leave
	Bharat Bhushan Jain	Consultant	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Miss Laxmi Kumari Meena	Stenographer	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Dinesh Kumar	MTS	2,4,8,10 and 14 <sup>th</sup> June, 2021
Administration Section	Shri R. K. Dubey	Assistant Director	All Working Days
	Shri Bharat Singh	Consultant	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Jitendra Kumar	MTS	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Ashok Kumar	Office Assistant	All Working Days
	Shri Ramesh Prasad	Attendant	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Sumit Kumar	Driver	All Working Days
	Shri Ram Ujagar	Cosmetic Attendant	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Shri Rajiv Kumar	Cosmetic Attendant	2,4,8,10 and 14 <sup>th</sup> June, 2021
Cash Section	Shri Govind Dayal	SSA/Caretaker	All Working Days
	Shri Krishna Majhi	LDC	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Miss Deepali	Office Assistant	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Varun Kumar	DEO	1,3,7,9,11,15 <sup>th</sup> June, 2021
Coordination Section	Shri S. P. Meena	Assistant Director	All Working Days
	Miss Aditi Sonkar	DEO	All Working Days
	Shri Madan Lal Verma	Attendant	2,4,8,10 and 14 <sup>th</sup> June, 2021(will additionally look after JS office in absence of Pankaj, MTS)



Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Smt. Krishna	JTO	Leave
	Shri Dharmendra Kumar	JTO	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Smt. Monica Tigga	PA	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Smt. Krishna	MTS	1,3,7,9,11,15 <sup>th</sup> June, 2021
Research Unit-I	Shri R. S. Misra	Sr. Investigator	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Punit	DEO	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Smt. Krishna	MTS	1,3,7,9,11,15 <sup>th</sup> June, 2021
Research Unit-II	Shri P. L. Bairwa	ASO	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Miss Shalu Kalra	DEO	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Smt. Poonam	MTS	2,4,8,10 and 14 <sup>th</sup> June, 2021
Research Unit-III	Shri Hari Ram Meena	Sr. Investigator	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Alok Kumar Dwivedi	Consultant	1,3,7,9,11,15 <sup>th</sup> June, 2021
Research Unit-IV	Shri Y. K. Bansal	Research Officer	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Smt. Geeta Kuttan	DEO	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Shri Lal Bahadur Mahto	MTS	1,3,7,9,11,15 <sup>th</sup> June, 2021
Legal Cell	Shri D. D. Tripathi	Consultant	1,3,7,9,11,15 <sup>th</sup> June, 2021
	Smt. Ritu	Assistant (Legal)	1,3,7,9,11,15 <sup>th</sup> June, 2021
NIC Cell	Shri Sanjay Kumar Gupta	Software Engineer	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Himanshu Joshi	Hardware & Network Engineer	All Working Days
	Shri Vivek Kumar	Software Engineer	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Puneet Tanwar	Software Engineer	1,3,7,9,11,15 <sup>th</sup> June, 2021
R&I Section	Smt. Sumitra	MTS	2,4,8,10 and 14 <sup>th</sup> June, 2021
	Shri Sushil	MTS	1,3,7,9,11,15 <sup>th</sup> June, 2021
Reception	Shri Ram Swaroop	Attendant	2,4,8,10 and 14 <sup>th</sup> June, 2021



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. 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 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)  
Assistant Director (Admn.)

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