



F. No. 21/1/NCST/2021-Admn.
Government of India
National Commission for Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 04.01.2022

OFFICE ORDER

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 03.01.2022 officers/officials working in this Commission will attend the office as per following roster/arrangements on all working days from 05.01.2022 to 31.01.2022 or until further orders: -

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	As decided by Hon'ble Chairperson
	Shri Abhay Alode	PA to Chairperson	As decided by Hon'ble Chairperson
	Shri Sukhdev	PA to Chairperson	As decided by Hon'ble Chairperson
	Shri Praveen Kumar	Staff Car Driver	As decided by Hon'ble Chairperson
	Shri Rakesh Kumar	Staff Car Driver	As decided by Hon'ble Chairperson
	Sh. Manoj	MTS	05,07,11,13,17,19,21,25,28
	Shri Chhagan Lal	MTS	06,10,12,14,18,20,24,27,31
O/o the Hon'ble Member	Shri P.K. Parida	PS to Member	As decided by Hon'ble Member
	Shri Bibhuti Bhushan Biswal	PA to Member	As decided by Hon'ble Member
	Shri Manoj Kumar	MTS	As decided by Hon'ble Member
	Shri Sunil Kumar	Driver	All Working days
Secretary Office	Smt. C. Jenny Raj	PSO to Secretary	All Working days
	Shri Ajeet Kumar	DEO	06,10,12,14,18,20,24,27,31
	Shri Shatrughan Prasad	MTS	05,07,11,13 after that all working days
	Shri Arun Kumar	Driver	All Working days
Joint Secretary Office	Shri Raj Kumar Badlia	PS	05,07,11,13,17,19,21,25,28
	Shri Pankaj	MTS	05,07,11,13 after that all working days

Director Admin	Shri Surat Singh	Director	All Working days
	Smt. Yamini	DEO	Maternity leave
Director Office	Dr. Lalit Latta	Director	All Working days
	Shri Deepak Kumar Sharma	DEO	05,07,11,13,17,19,21,25,28
	Shri Firey Singh	MTS	06,10,12,14,18,20,24,27,31
Establishment Section	Shri Rajesh Kumar Verma	Under Secretary	All Working days
	Shri Bharat Bhushan Jain	Consultant	05,07,11,13,17,19,21,25,28
	Shri Gokul Rout	Consultant	He has not joined till date.
	Smt. Deepa Rastogi	UDC	06,10,12,14,18,20,24,27,31
	Miss Laxmi Kumari Meena	Stenographer	05,07,11,13,17,19,21,25,28
	Shri Dinesh Kumar	MTS	06,10,12,14,18,20,24,27,31
Administration Section	Shri Rajesh Kumar Verma	Under Secretary	All Working days
	Shri Bharat Singh	Consultant	05,07,11,13,17,19,21,25,28
	Smt. S. Chitra	Consultant	06,10,12,14,18,20,24,27,31
	Shri Tarun	MTS	06,10,12,14,18,20,24,27,31
	Shri Varun	DEO	06,10,12,14,18,20,24,27,31
	Shri Praveen Kumar	Driver	All Working days
	Shri Ram Ujagar	Cosmetic Attendant	05,07,11,13,17,19,21,25,28
	Shri Rajiv Kumar	Cosmetic Attendant	06,10,12,14,18,20,24,27,31
Cash Section	Shri Govind Dayal	SSA/Caretaker	All Working days
	Smt. Priyanka	UDC	05,07,11,13,17,19,21,25,28
	Miss Deepali	Office Assistant	06,10,12,14,18,20,24,27,31
	Shri Aashish	DEO	06,10,12,14,18,20,24,27,31
	Shri Ramesh Prasad	MTS	05,07,11,13,17,19,21,25,28
Coordination Section	Shri S. P. Meena	Deputy Director	All Working days
	Miss Aditi Sonkar	DEO	05,07,11,13,17,19,21,25,28
	Shri Madan Lal Verma	MTS	06,10,12,14,18,20,24,27,31
Hindi Section (OL)	Ram Janam Chaudhary	Assistant Director	05,07,11,13,17,19,21,25,28
	Sh. Mahadeo Rajbhar	STO	Home Quarantine
	Smt. Krishna	JTO	05,07,11,13,17,19,21,25,28
	Shri Dharmendra Kumar	JTO	06,10,12,14,18,20,24,27,31
	Smt. Monica Tigga	PA	Home Quarantine
	Smt. Krishna	MTS	05,07,11,13,17,19,21,25,28
SSW	Shri R. S. Misra	Research Officer	05,07,11,13,17,19,21,25,28
	Shri Punit	DEO	05,07,11,13,17,19,21,25,28
	Smt. Krishna	MTS	05,07,11,13,17,19,21,25,28
	Shri P. L. Bairwa	ASO	06,10,12,14,18,20,24,27,31
	Miss Shalu Kalra	DEO	06,10,12,14,18,20,24,27,31
	Smt. Poonam	MTS	06,10,12,14,18,20,24,27,31

ESDW	Shri R.K. Dubey	Deputy Director	All Working days
	Shri Hari Ram Meena	Research Officer	05,07,11,13,17,19,21,25,28
	Shri Alok Kumar Dwivedi	Consultant	06,10,12,14,18,20,24,27,31
	Shri Ashok Kumar	Office Assistant	05,07,11,13,17,19,21,25,28
	Shri Jitendra Kumar	MTS	All working days upto 15-01-2022. 18,20,24,27,31
APCR	Shri Y. K. Bansal	Research Officer	05,07,11,13,17,19,21,25,28
	Smt. Geeta Kuttan	DEO	05,07,11,13,17,19,21,25,28
	Smt. Mahak	DEO	06,10,12,14,18,20,24,27,31
	Shri Lal Bahadur Mahto	MTS	All working days upto 18,20,24,27,31
Legal Cell	Shri Aditya Sharma	Legal Advisor	As decided by O/o Hon'ble Chairperson
	Shri Radhakanta Tripathy	Legal Advisor	As decided by O/o Hon'ble Chairperson
	Sh. Hrishikesh Jha	Legal Advisor	As decided by O/o Hon'ble Chairperson
	Smt. Ritu	Assistant (Legal)	05,07,11,13,17,19,21,25,28
NIC Cell	Shri Sanjay Kumar Gupta	Software Engineer	05,07,11,13,17,19,21,25,28
	Shri Himanshu Joshi	Hardware & Network Engineer	All Working days
	Shri Vivek Kumar	Software Engineer	06,10,12,14,18,20,24,27,31
	Shri Puneet Tanwar	Software Engineer	05,07,11,13,17,19,21,25,28
Consultant NCST	Dr. Neha Gupta	Consultant	As decided by O/o Hon'ble Chairperson
	Ms. Nikita Kashyap	Junior Consultant	As decided by O/o Hon'ble Chairperson
	Sh. Ganesh Khude	Sr. Consultant	As decided by O/o Hon'ble Chairperson
	Sh. Pramod Singh Bisht	Social Media Consultant	As decided by O/o Hon'ble Chairperson
R&I Section	Smt. Sumitra	LDC	06,10,12,14,18,20,24,27,31
	Shri Sushil	MTS	05,07,11,13,17,19,21,25,28
	Sh. Sonu	DEO	05,07,11,13,17,19,21,25,28
	Shri Rahul	DEO	06,10,12,14,18,20,24,27,31
Reception	Shri Ram Swaroop	Attendant	05,07,11,13,17,19,21,25,28

2. Any officers/officials not attending the office on specific allotted day as per the roster above may work from Home and will be available over phone.

3. Working hours for Administration, Cash, Legal, Hindi Section, Establishment, Coordination, R&I and NIC sections will be 9:30 AM to 6:00 PM with lunch break from 1:30 PM to 2:00 PM. Working hours for Office of Hon'ble Chairperson, Hon'ble Member, Secretary, Joint Secretary, Director, Deputy Directors, SSW, ESDW, APCR Wings and Consultant NCST will be from 10:00 to 6:30 PM with Lunch Break from 2:00 to 2:30 PM.

4. 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 due any exigency of work.

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

R. Verma

(Rajesh Kumar Verma)
Under Secretary (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