



**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: 16.06.2020

OFFICE MEMORANDUM

The undersigned is directed to inform that Shri S. P. Meena, Assistant Director (Coordination/Establishment and RU-II Unit) has been tested COVID-19 Positive on 16.06.2020. He had last attended the office on 05.06.2020.

2. Office premises of National Commission for Scheduled Tribes has already been extensively sanitized for safety of the officials.

3. In view of the above, all the officers/staff of National Commission for Scheduled Tribes, New Delhi who came in direct contact with Shri S. P. Meena, Assistant Director are advised to follow the protocol given in Standard Operating Procedure (SOPs) and guidelines issued from time to time on the subject keeping in mind the fact that Shri S. P. Meena last attended office on 05.06.2020. They should inform the Administration Section and work from home, ensure to dispose urgent matters pending with them and be available on telephone/mobile phone in case of exigency of work.

(R. K. Dubey)
Assistant Director (Admn.)

Copy to: -

All Officers/Staff of National Commission for Scheduled Tribes