



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: ...19...3...2020.....

OFFICE ORDER

In pursuance of O. M. No. 11013/9/2014-Estt (A-III) dated 19.03.2020 issued by Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training, the following Group-B and C officers/employees of National Commission for Scheduled Tribes along with all contractual and outsourced employees are directed to attend the office/work from home as per timing and roster enclosed with this order.

2. The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
3. This issues with the approval for the Competent Authority.

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

Copy to: -

All Group B and C Officers/Employees of the NCST along with all contractual and outsourced employees in H.Q., New Delhi and Regional Offices.

WEEKLY ROSTER FOR GROUP B AND C STAFF OF NCST

Reference: O. M. No. 11013/9/2014-Estt. (A-III) dated 19.03.2020

GROUP-B EMPLOYEES

S. No.	Group-B Employees (Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Y K Bansal	Research Officer	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri Raj Kumar Badliya	Private Secretary	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM

S. No.	Group-B Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Smt. Monika Tigga	Personal Assistant	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM
2.	Shri Ripu Sudan Misra	Senior Investigator	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
3.	Shri H R Meena	Senior Investigator	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
4.	Shri P L Bairwa	Assistant Section Officer	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	10.00 AM To 06.30 PM
5.	Shri Manoj Kumar Saw	Senior Translation Officer	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
6.	Smt. Krishna	Junior Translation Officer	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM

GROUP C EMPLOYEES

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Vaseem Akram,	Steno Grade 'D'	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
2.	Ms Lakshmi Kumari Meena,	Steno Grade 'D'	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM
3.	Shri Babu Ram	UDC	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	10.00 AM To 06.30 PM
4.	Shri Rakesh Kumar	Staff Car Driver	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
5.	Shri Praveen Kumar	Staff Car Driver	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM
6.	Smt. Sumitra	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM
7.	Shri Firey Singh	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
8.	Shri Dinesh Kumar	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
9.	Shri Lal Bahadur Mahto	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	10.00 AM To 06.30 PM
10.	Smt. Krishna	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
11.	Smt. Poonam	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM

12.	Shri Shatrughan Prasad	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM
13.	Jitendra Kumar	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
14.	Shri Sushil	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
15.	Shri Pankaj	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	10.00 AM To 06.30 PM

REGIONAL OFFICES OF NCST

BHOPAL

S. No.	Group-B Employees (Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Ms. Deepika Khanna	Research Officer	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
2.	Shri P.C. Mangariya	Consultant	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Smt. Jaya Verma	UDC	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri Ramesh Moon	SCD	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM
3.	Shri Har Prasad Raikwar	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM

BHUBANESWAR

S. No.	Group-B Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Basudev Behera	Personal Assistant	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri S. N. Jena	Office Superintendent	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Deepak Kumar Palai	UDC	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri B.K. Das	SCD	On Duty	On Duty	09.30 AM To 06.00 PM

JAIPUR

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Lokesh Jasoriya	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri Man Singh Meena	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
3.	Shri Satish Chandra Sharma	OS	On Duty	On duty	10.00 AM To 06.30 PM

RAIPUR

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri P. K. Das	Research Officer	On Duty	On Duty	09.00 AM To 05.30 PM

RANCHI

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Suraj Kumar	UDC	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Ms. Bina Kumari	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM

3.	Shri Pannu Singh Munda	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	10.00 AM To 06.30 PM
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SHILLONG

S. No.	Group-C Employees (Non-Gazatted)	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Deepak Pradhan	MTS	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri J.D. Sangama	MTS	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM

CONSULTANTS

S. No.	Name	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri K. P. Singh	Consultant	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri D.D. Tripathi	Consultant	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
3.	Shri Shis Pal Singh	Consultant	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM
4.	Shri Alok Kumar Dwivedi	Consultant	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
5.	Shri Shiv Kumar	Consultant	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM

NIC CELL

S. No.	Name	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Himanshu Joshi	Hardware Engineer	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.00 AM To 05.30 PM
2.	Shri Sanjay Kumar Gupta	Software Engineer	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM

DEO's

S. No.	Name	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Ms. Aditi Sonkar	DEO	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri Ajeet Kumar	DEO	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM
3.	Shri Deepak Kumar Sharma	DEO	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM
4.	Shri Varun	DEO	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
5.	Shri Punit	DEO	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
6.	Shri Nitesh Kumar Pathak	DEO	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM
7.	Smt. Ritu	DEO	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
8.	Smt. Yamini	DEO	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	09.30 AM To 06.00 PM
9.	Miss Shalu Kalra	DEO	27,30, 31 March and 01, 03 April, 2020	20, 23, 24, 25 & 26 th March, 2020	10.00 AM To 06.30 PM

10.	Smt. Geeta Kutthan	DEO	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
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ATTENDANTS & DRIVERS

S. No.	Name	Designation	Days of Working in Office	Days of work from Home	Time of Working in office
1.	Shri Madan Lal	Attendant	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.00 AM To 05.30 PM
2.	Shri Chhagan Lal	Attendant	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	09.30 AM To 06.00 PM
3.	Shri Manoj Kumar	Attendant	20, 23, 24, 25 & 26 th March, 2020	27,30, 31 March and 01, 03 April, 2020	10.00 AM To 06.30 PM

- Following officials/workers of NCST, H.Q. will attend the office on all working days for 20.03.2020 to 03.04.2020 due to exigency of work: -

1. Shri Govind Dayal, SSA
2. Shri Bharat Singh, Consultant
3. Shri Bharat Bhushan Jain, Consultant
4. Shri Krishna Majhi, LDC
5. Shri Ashok Kumar, DEO
6. Miss Deepali, DEO
7. Shri Ram Swaroop, Attendant
8. Shri Arun Kumar, Driver
9. Shri Sumit Kumar, Driver
10. Shri Ram Ujagar, Attendant
11. Shri Rajiv, Attendant
12. Shri Ramesh Prasad, Attendant



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