



F. No. 21/1/NCST/2020-Admn.
Government of India
National Commission of Scheduled Tribes

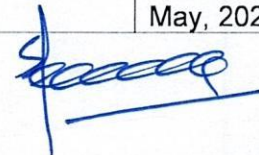
6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 10.05.2021

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 03.05.2021 and 06.05.2021 and in continuation of this office order of even No. dated 02.05.2021, it has been decided that the officers above the level of Under Secretary will attend office from 10.05.2021 to 31.05.2021 as per roster arrangements given below and officers/officials 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 17.05.2021 to 31.05.2021 or further orders, whichever is earlier: -

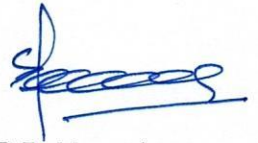
Section/Unit	Name	Designation	Working Days
O/o the Hon'ble Chairperson	Shri Chaudhari Rakesh Ekanath	PS to Chairperson	All Working Days
	Shri Abhinav Prakash	APS to Chairperson	Home Quarantine
	Shri Vishwanath Prakash Allannavar	PA to Chairperson	18,20,24,27 and 31 st May, 2021
	Shri Sukhdev	PA to Chairperson	17,19,21,25 and 28 th May, 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
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	Home Quarantine
Secretary Office	Smt. C. Jenny Raj	PSO to Secretary	Home Quarantine/ Leave
	Shri Ajeet Kumar	DEO	18,20,24,27 and 31 st May, 2021
	Shri Shatrughan Prasad	MTS	17,19,21,25 and 28 th May, 2021 (Also to assist in opening and closing the office)
	Shri Arun Kumar	Driver	Home Quarantine
Joint Secretary Office	Shri Raj Kumar Badlia	PS	18,20,24,27 and 31 st May, 2021

	Shri Pankaj	MTS	17,19,21,25 and 28 th May, 2021 (Also to assist in opening and closing the office)
Deputy Secretary Office	Shri R. K. Arora	Deputy Secretary	Home Quarantine/Leave
	Smt. Yamini	DEO	18,20,24,27 and 31 st May, 2021
Director Office	Dr. Lalit Latta	Director	10,12,17,19,21,25 and 28 th May, 2021
	Shri Deepak Kumar Sharma	DEO	17,19,21,25 and 28 th May, 2021
	Shri Firey Singh	MTS	17,19,21,25 and 28 th May, 2021
Establishment Section	Shri Madan Lal Meena	Under Secretary	18,20,24,27 and 31 st May, 2021
	Bharat Bhushan Jain	Consultant	18,20,24,27 and 31 st May, 2021
	Miss Laxmi Kumari Meena	Stenographer	18,20,24,27 and 31 st May, 2021
	Shri Dinesh Kumar	MTS	18,20,24,27 and 31 st May, 2021
Administration Section	Shri R. K. Dubey	Assistant Director	17,19,21,25 and 28 th May, 2021
	Shri Bharat Singh	Consultant	18,20,24,27 and 31 st May, 2021
	Shri Jitendra Kumar	MTS	All Working Days from 17 th May to 21 st May, 2021 for opening and closing the office.
	Shri Ashok Kumar	Office Assistant	17,19,21,25 and 28 th May, 2021
	Shri Ramesh Prasad	Attendant	17,19,21,25 and 28 th May, 2021
	Shri Sumit Kumar	Driver	All Working Days
	Shri Ram Ujagar	Cosmetic Attendant	17,19,21,25 and 28 th May, 2021
	Shri Rajiv Kumar	Cosmetic Attendant	18,20,24,27 and 31 st May, 2021
Cash Section	Shri Govind Dayal	SSA/Caretaker	18,20,24,27 and 31 st May, 2021
	Shri Krishna Majhi	LDC	18,20,24,27 and 31 st May, 2021
	Miss Deepali	Office Assistant	18,20,24,27 and 31 st May, 2021
	Shri Varun Kumar	DEO	18,20,24,27 and 31 st May, 2021
Coordination Section	Shri S. P. Meena	Assistant Director	18,20,24,27 and 31 st May, 2021
	Miss Aditi Sonkar	DEO	18,20,24,27 and 31 st May, 2021
	Shri Madan Lal Verma	Attendant	18,20,24,27 and 31 st May, 2021



Hindi (OL)	Section	Ram Janam Chaudhary	Assistant Director	17,19,21,25 and 28 th May, 2021
		Smt. Krishna	JTO	On Leave
		Shri Dharmendra Kumar	JTO	On Leave
		Smt. Monica Tigga	PA	17,19,21,25 and 28 th May, 2021
		Smt. Krishna	MTS	17,19,21,25 and 28 th May, 2021
Research Unit-I		Shri R. S. Misra	Sr. Investigator	18,20,24,27 and 31 st May, 2021
		Shri Punit	DEO	18,20,24,27 and 31 st May, 2021
		Smt. Krishna	MTS	17,19,21,25 and 28 th May, 2021
Research Unit-II		Shri P. L. Bairwa	ASO	18,20,24,27 and 31 st May, 2021
		Miss Shalu Kalra	DEO	18,20,24,27 and 31 st May, 2021
		Smt. Poonam	MTS	18,20,24,27 and 31 st May, 2021
Research Unit-III		Shri Hari Ram Meena	Sr. Investigator	17,19,21,25 and 28 th May, 2021
		Shri Alok Kumar Dwivedi	Consultant	17,19,21,25 and 28 th May, 2021
Research Unit-IV		Shri Y. K. Bansal	Research Officer	17,19,21,25 and 28 th May, 2021
		Smt. Geeta Kuttan	DEO	17,19,21,25 and 28 th May, 2021
		Shri Lal Bahadur Mahto	MTS	17,19,21,25 and 28 th May, 2021
Legal Cell		Shri D. D. Tripathi	Consultant	17,19,21,25 and 28 th May, 2021
		Smt. Ritu	Assistant (Legal)	17,19,21,25 and 28 th May, 2021
NIC Cell		Shri Sanjay Kumar Gupta	Software Engineer	18,20,24,27 and 31 st May, 2021
		Shri Himanshu Joshi	Hardware & Network Engineer	All Working Days
		Shri Vivek Kumar	Software Engineer	18,20,24,27 and 31 st May, 2021
		Shri Puneet Tanwar	Software Engineer	17,19,21,25 and 28 th May, 2021
R&I Section		Smt. Sumitra	MTS	18,20,24,27 and 31 st May, 2021
		Shri Sushil	MTS	All Working Days from 24 th May to 28 th May, 2021 for opening and closing the office.
Reception		Shri Ram Swaroop	Attendant	18,20,24,27 and 31 st May, 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.



(S.P. Meena)
Assistant Director

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