



F.No.5-14/2019-RCI

Dated: 19th May, 2020

Office Order

In pursuance to the Government of India, Ministry of Personnel, Public Grievances and Pensions (DoPT) OM No. 11013/9/2014-Estt.A.III dated 18th May, 2020, officers & employees of the Council are required to attend office w.e.f. 19/05/2020 until further orders, as per duty roster attached. Staggered office timings mentioned in the Council's Office Order No. 5-14/2019-RCI dated 17 May, 2020 will remain in force.

All other officers & employees (including project/outsourced) will work from home. The officials who are working from home on a particular day as per the roster must be available on telephone and electronic means of communication at all times. They are required to attend office, if called for any exigency of work.

(Dr. Subodh Kumar)
Member Secretary

Encl: As above

To

All officers & employees of the Council

Copy to:

1. Notice Board
2. RCI website
3. Guard File

Encl. to RCI Office Order No. 5-14/2019-RCI dated 19th May, 2020

S.No.	Name & Design.	Section	Working Day (s)
1	Shri Rajinder Kumar, PA	CP Office	All working days
2	Shri Santosh Pal, Assistant Secretary	MS Secretariat	All working days
3	Ms. Navita Sharma, Jr. Steno.		All working days
4	Shri Devender Kumar, Steno.		M,W,F
5	Shri M.P. Gupta, Prog. Assistant	Computer / I.T.	TU & TH
5	Shri Rajinder Sati, DEO		M,W,F
6	Shri Satyajeet Prakash, ASO	Administration	TU & TH
7	Shri Sanjay Jha, SSA		M,W,F
8	Shri Rahul Singh, Staff Car Driver		All working days
9	Shri Jitender Kumar, Office Assistant		TU & TH
10	Ms. Anjali, DEO		All working days
11	Shri CJ Zode, Despatch Rider	Despatch	All working days
12	Shri Rahul Kumar, Office Assistant		
10	Shri Rishi Parkash, Accountant	Accounts	All working days
11	Shri Lalit Kumar, JSA		M,W,F
12	Ms. Megha, Accountant		TU & TH
13	Shri Rinku Thakur, DEO		M,W,F
14	Dr. Rajesh Kr. Verma, Asst. Director	Recognition	All working days
15	Shri Laxmi Kant, ASO		TU & TH
16	Shri Devender Singh, JSA		M,W,F
17	Shri Devender, DEO		TU & TH
18	Shri Bhagwan Meena, DEO		M,W,F
19	Ms. Yashika, DEO		TU & TH
20	Dr. Sandeep Tambe, Asst. Director	Programme & CRR	All working days
21	Smt. Neeta Malhotra, ASO		M,W,F
22	Shri Krishan Dutt, SSA		TU & TH
23	Smt. Shalini Raizada, SSA		M,W,F
24	Smt. Sapna, Jr. Steno.		All working days
25	Shri Pratap Singh, APO		All working days
26	Shri Rakesh Kumar, DEO		TU & TH
27	Shri Varun Pipalwa, DEO		M,W,F
28	Smt. Anita Aggarwal, ASO	CRE	M,W,F
29	Ms. Pratibha, DEO		TU & TH
30	Shri Sandeep Thakur, ACE	NBER	All working days
31	Shri Sanjay Mittal, PO		M,W,F
32	Ms. Reena Rani, Assistant		TU & TH
33	Ms. Anjali, DEO		All working days
34	Ms. Kritika, DEO		TU & TH
35	Shri Rajan, DEO		M,W,F

* Due to exigency of service:

- (i) All MTS & Safaikaramcharis/Housekeeping staff shall attend the office daily.
- (ii) In absence of AD(T), Ms. Neeta Malhotra, ASO shall attend the office .
- (iii) In absence of AD(P), Shri Laxmi Kant, ASO shall attend the office .