

**OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES, GNCTD,
PARLIAMENT STREET, NEW DELHI-01
PH.23742099, FAX-23748131, email-rcoop@nic.in**

(Administration Branch)

No.F-5/26/2020/Estt./Coop./Misc/Covid-19 duty/816-822

Dated: 05/06/2021

OFFICE ORDER

In pursuance of Delhi Disaster Management Authority, GNCTD Order No.2/07/2020/Pt.File-III/432 dated 05.06.2021 and Ministry of Home Affairs, GOI order no. 40-3/2020-DM-I(A) dated 29.04.2021, the daily duty roster of all officials of this department is as under:-

Monday	Tuesday	Wednesday	Thursday	Friday
*PB of Addl. RCS	*PB of Addl. RCS	*PB of Addl. RCS	*PB of Addl. RCS	*PB of Addl. RCS
1. Deepankar Bakshi Steno Gr-III 2. Rahul Yadav, Jr. Asstt.	1. Deepankar Bakshi Steno Gr-III 2. Rahul Yadav, Jr. Asstt. 3. Balkishan Yadav, Jr. Asstt.	1. Rajiv Rana Sr.Asstt. 2. Deepankar Bakshi Steno Gr-III 3. Rahul Yadav, Jr. Asstt.	1. Rajiv Rana Sr.Asstt. 2. Balkishan Yadav, Jr. Asstt.	1. Rajiv Rana Sr.Asstt. 2. Balkishan Yadav, Jr. Asstt.
*PB of Jt. RCS	*PB of Jt. RCS	*PB of Jt. RCS	*PB of Jt. RCS	*PB of Jt. RCS
1.Rahul , ASO 2.Lalit Thapliyal, Sr. Asstt. 3. Shweta Sharma, Steno 4.Vijay, DEO 5.Amit Banjare, MTS	1.Lalit Thapliyal, Sr. Asstt. 2.Sangeeta Dhyani, Sr. Asstt. 3.Prakash, DEO 4.Vijay, DEO	1.Rahul , ASO 2.Sangeeta Dhyani, Sr. Asstt. 3.Prakash, DEO 4.Amit Banjare, MTS	1.Sangeeta Dhyani, Sr. Asstt. 2. Shweta Sharma, Steno 3.Prakash, DEO 4.Vijay, DEO	1.Rahul , ASO 2.Lalit Thapliyal, Sr. Asstt. 3. Shweta Sharma, Steno 4.Amit Banjare, MTS
*PB of DRCS	*PB of DRCS	*PB of DRCS	*PB of DRCS	*PB of DRCS
1. Rupender, Jr. Asstt. 2. Vinod, DEO 3. Rahul, MTS	1. Sangeeta Sanotra, Sr. Asstt. 2. Manju Rani, Steno 3. Rupender Singh, Jr. Asstt.	1.Manju Rani, Steno 2. Vinod, DEO 3. Rahul, MTS	1. Sangeeta Sanotra, Sr.Asstt. 2.Vinod, DEO	1. Sangeeta Sanotra, Sr. Asstt. 2. Manju Rani, Steno 3.Rupender, Jr. Asstt. 4. Rahul, MTS
*PB of DRCS (Tariq Salam)	*PB of DRCS (Tariq Salam)	*PB of DRCS (Tariq Salam)	*PB of DRCS(Tariq Salam)	*PB of DRCS (Tariq Salam)
1. Mahender Singh, Sr. Asstt. 2. Sanjay Meena, Jr. Asstt. 3.Ritika, DEO 4.Sushil, Peon	1. Mahender Singh, Sr. Asstt. 2.Sanjay Meena, Jr. Asstt. 3.Ankit Arora, Steno 4.Sushil, Peon	1. Mahender Singh, Sr. Asstt. 2.Hemant, Jr. Asstt. 3.Ritika, DEO 4.Sushil, Peon	1. Ankit Arora, Steno 2. Hemant, Jr. Asstt. 3.Sanjay Meena, Jr. Asstt. 4.Sushil, Peon	1. Ankit Arora, Steno 2. Hemant, Jr. Asstt. 3.Ritika, DEO 4.Sushil, Peon

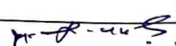
H R - 015

*Accounts Branch	*Accounts Branch	*Accounts Branch	*Accounts Branch	*Accounts Branch
1. Sanjay, Jr. Asstt. 2. Anju Suri, ASO 3. Kavita, DEO 4. Amit Seth, MTS 5. Sonika Man, Jr. Asstt. 6. Satya Narain, Sr. Asstt.	1. Veena Makhija, ASO 2. Sonika Man, Jr. Asstt. 3. Amit Seth, MTS 4. Naresh Kumar, Sr. Asstt. 5. Anju Suri, ASO 6. M. Vijayanandam, Sr. Asstt.	1. Sanjay, Jr. Asstt. 2. M. Vijayanandam, Sr. Asstt. 3. Naresh Kumar, Sr. Asstt. 4. Satya Narain, Sr. Asstt. 5. Kavita, DEO 6. Sumit Kumar Sharma, SA	1. Sonika Mann, Jr. Asstt. 2. Veena Makhija, ASO 3. Kavita, DEO 4. Anju Suri, ASO 5. Amit Seth, MTS 6. Sumit Kumar Sharma, SA	1. Veena Makhija, ASO 2. Sanjay, Jr. Asstt. 3. Satya Narain, Sr. Asstt. 4. Naresh Kumar, Sr. Asstt. 5. M. Vijayanandam, Sr. Asstt. 6. Sumit Kumar Sharma, SA
*Admin Branch	*Admin Branch	*Admin Branch	*Admin Branch	*Admin Branch
1. Pravesh, Sr. Asstt. 2. Meenu Gupta, Sr. Asstt. 3. Surendra Prasad, Jr. Asstt. 4. Rahul Kapoor, Jr. Asstt. 5. Ashish Mehto, MTS	1. Rohit Shokeen, ASO 2. Surendra Prasad, Jr. Asstt. 3. Rahul Kapoor, Jr. Asstt. 4. Sunita Devi, Jr. Asstt.	1. Rohit Shokeen, ASO 2. Meenu Gupta, Sr. Asstt. 3. Pravesh, Sr. Asstt. 4. Sunita Devi, Jr. Asstt. 5. Kamlesh Kumar Vishwakarma, Jr. Asstt. (U/P)	1. Rohit Shokeen, ASO 2. Pravesh, Sr. Asstt. 3. Sunita Devi, Jr. Asstt. 4. Ashish Mehto, MTS 5. Kamlesh Kumar Vishwakarma, Jr. Asstt. (U/P)	1. Meenu Gupta, Sr. Asstt. 2. Surendra Prasad, Jr. Asstt. 3. Rahul Kapoor, Jr. Asstt. 5. Ashish Mehto, MTS
*Audit Branch	*Audit Branch	*Audit Branch	*Audit Branch	*Audit Branch
1. Rahul Gahlot, ASO 2. Sachin, Jr. Asstt. 3. Kishore Kumar Sharma, Sr. Asstt. 4. Deepak, Jr. Asstt. 5. Abhshek, Peon	1. Hemender Singh, Sr. Asstt. 2. Kishore Kumar Sharma, Sr. Asstt. 3. Deepak, Jr. Asstt. 4. Jyoti, DEO	1. Rahul Gahlot, ASO 2. Sachin, Jr. Asstt. 3. Abhshek, Peon	1. Hemender Singh, Sr. Asstt. 2. Deepak, Jr. Asstt. 3. Jyoti, DEO 4. Abhshek, Peon	1. Rahul Gahlot, ASO 2. Sachin, Jr. Asstt. 3. Kishore Kumar Sharma, Sr. Asstt. 4. Jyoti, DEO 5. Hemender Singh, Sr. Asstt.
*Arbitration Branch	*Arbitration Branch	*Arbitration Branch	*Arbitration Branch	*Arbitration Branch
1. Yashpal Chauhan, ASO 2. Rahul Kumar, Jr. Asstt. 3. Pranav, DEO	1. Prakash Chandra, Sr. Asstt. 2. Raja, Jr. Asstt. 3. Rajan, Jr. Asstt.	1. Yashpal Chauhan, ASO 2. Rajan, Jr. Asstt. 3. Pranav, DEO	1. Prakash Chandra, Sr. Asstt. 2. Raja, Jr. Asstt. 3. Rahul Kumar, Jr. Asstt.	1. Yashpal Chauhan, ASO 2. Rahul Kumar, Jr. Asstt. 3. Pranav, DEO

M-2-005

*H/Section 1	*H/Section 1	*H/Section 1	*H/Section 1	*H/Section 1
1. Mohan Singh, DEO 2. Mukesh Kumar, Sr. Asstt. 3. Sanjay Kumar Meena, Jr. Asstt. 4. Anju Rani, DEO	1. Deepak Dabas, Jr. Asstt. 2. Rakesh Kumar, Sr. Asstt. 3. Sanjay Kumar Meena, Jr. Asstt. 4. Chandan, MTS	1. Deepak Dabas, Jr. Asstt. 2. Mukesh Kumar, Sr. Asstt. 3. Chandan, MTS 4. Anju Rani, DEO	1. Mukesh Kumar, Sr. Asstt. 2. Rakesh Kumar, Sr. Asstt. 3. Mohan Singh, DEO 4. Sanjay Kumar Meena, Jr. Asstt.	1. Deepak Dabas, Jr. Asstt. 2. Rakesh Kumar, Sr. Asstt. 3. Mohan Singh, DEO 4. Chandan, MTS 5. Anju Rani, DEO
*H/Section 2	*H/Section 2	*H/Section 2	*H/Section 2	*H/Section 2
1. Seema Gulati, Sr. Asstt. 2. Krishan Kumar, Sr. Asstt. 3. Chetan, MTS 4. Uday, DEO 5. Omkar Nath, Sr. Asstt.	1. Rakesh Gupta, ASO 2. Omkar Nath, Sr. Asstt. 3. Sheela Kumari, Sr. Asstt. 4. Chetan, MTS	1. Seema Gulati, Sr. Asstt. 2. Sandeep Kumar, Jr. Asstt. 3. Sheela Kumari, Sr. Asstt. 4. Uday, DEO 5. Krishan Kumar, Sr. Asstt.	1. Rakesh Gupta, ASO 2. Krishan Kumar, Sr. Asstt. 3. Sandeep Kumar, Jr. Asstt. 4. Omkar Nath, Sr. Asstt. 5. Uday, DEO	1. Rakesh Gupta, ASO 2. Seema Gulati, Sr. Asstt. 3. Sheela Kumari, Sr. Asstt. 4. Sandeep Kumar, Jr. Asstt. 5. Chetan, MTS
*H/Section 3	*H/Section 3	*H/Section 3	*H/Section 3	*H/Section 3
1. Vijay Kumar Gaur, ASO 2. Monika Kaul, Sr. Asstt. 3. Neelam Bhatt, Sr. Asstt. 4. Vijender Prakash, Jr. Asstt. 5. Manoj Kumar, Jr. Asstt. 6. Sachin, MTS	1. Jayanta Mazumdar, ASO 2. Neelam Bhatt, Sr. Asstt. 3. Sumeet, Jr. Asstt. 4. Mamta, DEO 5. Sachin, MTS	1. Vijay Kumar Gaur, ASO 2. Monika Kaul, Sr. Asstt. 3. Manoj Kumar, Jr. Asstt. 4. Vijender Prakash, Jr. Asstt. 5. Sumeet, Jr. Asstt.	1. Jayanta Mazumdar, ASO 2. Neelam Bhatt, Sr. Asstt. 3. Manoj Kumar, Jr. Asstt. 4. Mamta, DEO 5. Sachin, MTS	1. Jayanta Mazumdar, ASO 2. Vijay Kumar Gaur, ASO 3. Monika Kaul, Sr. Asstt. 4. Vijender Prakash, Jr. Asstt. 5. Sumeet, Jr. Asstt. 6. Mamta, DEO
*H/Section 4	*H/Section 4	*H/Section 4	*H/Section 4	*H/Section 4
1. Shailender Singh Sr. Asstt 2. Yogesh Kumar, Jr. Asstt.. 3. Deepika Ahuja, DEO 4. Suraj Bhan, Jr. Asstt.	1. Deepak Jr Asstt. 2. Devender Pratap Singh, Jr. Asstt. 3. Surajbhan Jr. Asstt	1. Shailender Singh Sr. Asstt 2. Yogesh Kumar, Jr. Asstt.. 3. Deepika Ahuja, DEO 4. Deepak, Jr. Asstt.	1. Deepak Jr Asstt. 2. Devender Pratap Singh, Jr. Asstt. 3. Surajbhan Jr. Asstt.	1. Shailender Singh Sr. Asstt 2. Yogesh Kumar, Jr. Asstt.. 3. Deepika Ahuja, DEO 4. Devender Pratap Singh, Jr. Asstt.

Handwritten signature/initials

*H/Section 5	*H/Section 5	*H/Section 5	*H/Section 5	*H/Section 5
1.Amrit Pal Singh, Sr. Asstt. 2.Shivom, Sr. Asstt. 3.Jitender Kumar Meena, Jr. Asstt.	1.Praveen Solanki, ASO 2.Jitender Kumar Meena, Jr. Asstt. 3.Sneh Lata, DEO	1.Praveen Solanki, ASO 2.Amrit Pal, Sr. Asstt. 3.Jitender Saini, Jr. Asstt. 4.Jitender Kumar Meena, Jr. Asstt.	1.Amrit Pal Singh, Sr. Asstt. 2.Shivom, Sr. Asstt. 3.Jitender Saini, Jr. Asstt. 4.Sneh Lata, DEO	1.Praveen Solanki, ASO 2.Shivom, Sr. Asstt. 3.Jitender Saini, Jr. Asstt. 4.Sneh Lata, DEO
*H/Section 6	*H/Section 6	*H/Section 6	*H/Section 6	*H/Section 6
1. Preeti Malik, Sr. Asstt. 2.Omwati, Sr. Asstt. 3.Poonam, ASO 4. Krishna Kumar, DEO	1. Preetam, ASO 2. Rajesh, Jr. Asstt. 3.Poonam, ASO 4.Ravinder Kumar, Jr. Asstt. 5.Sunny, Jr. Asstt.	1. Rajesh, Jr. Asstt. 2. Krishna Kumar, DEO 3. Preeti Malik, Sr. Asstt. 4.Ravinder Kumar, Jr. Asstt.	1. Preetam, ASO 2. Rajesh, Jr. Asstt. 3.Poonam, ASO 4. Omwati, Jr. Asstt. 5.Sunny, Jr. Asstt.	1. Preetam, ASO 2. Krishna Kumar, DEO 3. Preeti Malik, Sr. Asstt. 4.Ravinder Kumar, Jr. Asstt. 5.Sunny, Jr. Asstt.
*H/Section 7	*H/Section 7	*H/Section 7	*H/Section 7	*H/Section 7
1. Rahul, ASO 2.Rama Jamwal, Sr. Asstt. 3.Jyoti, Jr. Asstt. 4.Dhan Singh, DEO	1.Devarat Jha, Sr. Asstt. 2.Rama Jamwal, Sr. Asstt. 3.Jyoti, Jr. Asstt. 4.Praveen, DEO	1. Rahul, ASO 2.Devarat Jha, Sr. Asstt. 3.Praveen, DEO 4.Dhan Singh, DEO	1. Rahul, ASO 2.Rama Jamwal, Sr. Asstt. 3.Jyoti, Jr. Asstt. 4.Dhan Singh, DEO	1.Devarat Jha, Sr. Asstt. 2.Praveen, DEO
*H/Section 8	*H/Section 8	*H/Section 8	*H/Section 8	*H/Section 8
1.Chhabil Singh, Sr. Asstt. 2.Raj Kumar, DEO 3.Sachin Sagar, Jr. Asstt. 4.Shivanshu, Jr. Asstt. 5.Deepanshu, MTS	1.Sagar Singh Dangi, ASO 2.Sachin Sagar, Jr. Asstt. 3.Sandeep, Jr. Asstt. 4.Raj Kumar, DEO	1.Sagar Singh Dangi, ASO 2.Sachin Sagar, Jr. Asstt. 3.Sandeep, Jr. Asstt. 4.Shivanshu, Jr. Asstt.	1.Sagar Singh Dangi, ASO 2.Sandeep, Jr. Asstt. 3.Chhabil Singh, Sr. Asstt. 4.Deepanshu, MTS	1.Chhabil Singh, Sr. Asstt. 2.Shivanshu, Jr. Asstt. 3.Raj Kumar, DEO 4.Deepanshu, MTS
*R&I Branch	*R&I Branch	*R&I Branch	*R&I Branch	*R&I Branch
1. Ram Bharose Sharma, Sr. Asstt. 2. Ranjeet, DEO 3. Manjeet Singh, MTS 4. Samarpal, Dispatch Rider	1. Jai Singh, Jr. Asstt. 2. Kailash Meena, Jr. Asstt. 3. Himuli Devi, Farash 4. Anjana Dubey, DEO	1. Dalvinder Kaur, Jr. Asstt. 2. Ranjeet, DEO 3.Syeeda, Sr. Asstt. 4. Manjeet Singh, MTS 5. Samarpal, Dispatch Rider	1. Ram Bharose Sharma, Sr. Asstt. 2.Jai Singh, Jr. Asstt. 3. Himuli Devi, Farash 4. Anjana Dubey, DEO 5.Syeeda, Sr. Asstt.	1. Dalvinder Kaur, Jr. Asstt. 2. Ranjeet, DEO 3. Kailash Meena, Jr. Asstt. 4. Samarpal, Dispatch Rider 5. Manjeet Singh, MTS
				

*RTI Branch	*RTI Branch	*RTI Branch	*RTI Branch	*RTI Branch
1.Karamyogi, Sr. Asstt. 2.Harender Mehto, Jr. Asstt. 3.Ritesh, DEO	1.Karamyogi, Sr. Asstt. 2.Harender Mehto, Jr. Asstt. 2.Dharmendra, Jr. Asstt.	1. Rajender Prasad, Sr. Asstt. 2.Ritesh, DEO 3.Dharmendra, Jr. Asstt.	1. Rajender Prasad, Sr. Asstt. 2.Harender Mehto, Jr. Asstt. 3.Dharmendra, Jr. Asstt.	1.Karamyogi, Sr. Asstt. 2. Rajender Prasad, Sr. Asstt. 3.Ritesh, DEO
*Recovery Branch	*Recovery Branch	*Recovery Branch	*Recovery Branch	*Recovery Branch
1. M.H.Mohan, Sr. Asstt. 2. Anup Kaushik, MTS 3. Vidyanand, Jr. Asstt.	1. Ram Kumar Savant, ASO 2. Vikas Chetiwal, DEO 3. Naresh Kumar, Jr. Asstt 4. Vidyanand, Jr. Asstt.	1. M.H.Mohan, Sr. Asstt. 2. Anup Kaushik, MTS 3. Vikas Chetiwal, DEO 4. Ram Kumar Savant, ASO	1. Ram Kumar Savant, ASO 2. Vikas Chetiwal, DEO 3. Naresh Kumar, Jr. Asstt 4. Vidyanand, Jr. Asstt.	1. M.H.Mohan, Sr. Asstt. 2. Anup Kaushik, MTS 3. Naresh Kumar, Jr. Asstt
*Recovery(Cash)/ Education Fund	*Recovery(Cash)/ Education Fund	*Recovery(Cash)/ Education Fund	*Recovery(Cash)/ Education Fund	*Recovery(Cash)/ Education Fund
1.Sonal Rana, Accountant 2.Anil Sharma, Sr. Asstt. 3. Sachin, Jr. Asstt. 4.Sunil Punetha, DEO	1.Poonam Malhotra, UDC 2.Anil Sharma, Sr. Asstt. 3.Sunil Punetha, DEO	1. Mukesh Chand, ASO 2.Sonal Rana, Accountant 3. Sachin, Jr. Asstt.	1.Poonam Malhotra, UDC 2. Sachin, Jr. Asstt. 3. Sunil Punetha, DEO 4. Mukesh Chand, ASO	1.Sonal Rana, Accountant 2. Poonam Malhotra, UDC 3. Mukesh Chand, ASO 4. .Anil Sharma, Sr. Asstt.
*VIGILANCE Br.	*VIGILANCE Br.	*VIGILANCE Br.	*VIGILANCE Br.	*VIGILANCE Br.
1. Jitender Kumar, Sr. Asstt. 2.Deepak Chauhan, Jr. Asstt.	1. Deepak Chauhan, Jr. Asstt.	1. Jitender Kumar, Sr. Asstt.	1. Deepak Chauhan, Jr. Asstt.	1. Jitender Kumar, Sr. Asstt.
*CTB Branch	*CTB Branch	*CTB Branch	*CTB Branch	*CTB Branch
1. Rahul Parashar, Jr.Asstt. 2. Om Prakash, Jr. Asstt. 3.Satbir, Jr. Asstt. 4. Manoj Kumar, MTS 5. Roosh, Mali	1. Rahul Mathur, Jr.Asstt. 2.Satbir, Jr. Asstt. 3. Mohit, MTS 4. Manoj Kumar, MTS	1. Rahul Parashar, Jr. Asstt. 2. Rahul Mathur, Jr.Asstt. 3. Om Prakash, Jr. Asstt. 4. Manoj Kumar, MTS 5. Roosh, Mali	1. Rahul Mathur, Jr. Asstt. 2.Satbir, Jr. Asstt. 3. Mohit, MTS 4. Manoj Kumar, MTS	1. Rahul Parashar, Jr. Asstt. 2. Om Prakash, Jr. Asstt. 3. Mohit, MTS 4. Roosh, Mali
*Computer Branch	*Computer Branch	*Computer Branch	*Computer Branch	*Computer Branch
1. Rahul, DEO 2. Shipali Gupta, Sr. Asstt.	1. Shipali Gupta, Sr. Asstt.	1. Rahul, DEO	1. Shipali Gupta, Sr. Asstt.	1. Rahul, DEO
				m f u s.

*Legal Branch/Library	*Legal Branch/Library	*Legal Branch/Library	*Legal Branch/Library	*Legal Branch/Library
1. Dharmender Kumar, ASO 2. Nisha, DEO 3. Javed Malik, Jr. Asstt.	1. Gaurav Kumar, Jr. Asstt. 2. Javed Malik, Jr. Asstt. 3. Seema, Sr. Asstt.	1. Dharmender Kumar, ASO 2. Nisha, DEO 3. Seema, Sr. Asstt.	1. Gaurav Kumar, Jr. Asstt. 2. Javed Malik, Jr. Asstt. 3. Seema, Sr. Asstt.	1. Dharmender Kumar, ASO 2. Gaurav Kumar, Jr. Asstt 3. Nisha, DEO
*T & C	*T & C	*T & C	*T & C	*T & C
1. Chhabil Singh, Sr. Asstt. 2. Gopika Rampal, ASO 3. Sajjan, Jr. Asstt. 4. Deepak, Jr. Asstt. 5. Neelu, DEO 6. Jitender Kumar Meena, Jr. Asstt.	1. Asheesh Arora, ASO 2. Mukesh, Jr. Asstt. 3. Sajjan, Jr. Asstt. 4. Deepak, Jr. Asstt. 5. Neelu, DEO 6. Jitender Kumar Meena, Jr. Asstt. 7. Rahul, Jr. Asstt.	1. Gopika Rampal, ASO 2. Aurobindo Ganguly, Jr. Asstt. 3. Mukesh, Jr. Asstt. 4. Sajjan, Jr. Asstt. 5. Khushali Yadav, DEO 6. Rahul, Jr. Asstt.	1. Chhabil Singh, Sr. Asstt. 2. Gopika Rampal, ASO 3. Asheesh Arora, ASO 4. Khushali Yadav, DEO 5. Neelu, DEO 6. Rahul, Jr. Asstt. 7. Aurobindo Ganguly, Jr. Asstt.	1. Chhabil Singh, Sr. Asstt. 2. Asheesh Arora, ASO 3. Aurobindo Ganguly, Jr. Asstt. 4. Mukesh, Jr. Asstt. 5. Khushali Yadav, DEO 6. Jitender Kumar Meena, Jr. Asstt.
*Planning Branch	*Planning Branch	*Planning Branch	*Planning Branch	*Planning Branch
1. Manoj Chaubey, SA 2. Rajesh Kumar Meena, SA (U/P) 3. Sandeep Mehra, DEO 4. Bimla, Manual Attendent	1. Satish Anand ASO 2. Shri Pal, Jr. Asstt 3. Bimla, Manual Attendent	1. Manoj Chaubey, SA 2. Rajesh Kumar Meena, SA (U/P) 3. Sandeep Mehra, DEO	1. Satish Anand ASO 2. Shri Pal, Jr. Asstt 3. Bimla, Manual Attendent	1. Satish Anand ASO 2. Manoj Chaubey, SA 3. Rajesh Kumar Meena, SA (U/P) 4. Sandeep Mehra, DEO
*Policy Branch	*Policy Branch	*Policy Branch	*Policy Branch	*Policy Branch
1. Pradeep Kumar, Jr. Asstt. 2. Mahesh, DEO	1. Mahesh, DEO	1. Pradeep Kumar, Jr. Asstt.	1. Pradeep Kumar, Jr. Asstt.	1. Mahesh, DEO
*Banking Branch	*Banking Branch	*Banking Branch	*Banking Branch	*Banking Branch
1. Raunak Rai Rana, ASO 2. Naresh Kumar, Sr. Asstt. 3. Swati Bhatnagar, DEO	1. Naresh Kumar, Sr. Asstt. 2. Ravi, Jr. Asstt. 3. Sujit, Sr. Asstt.	1. Raunak Rai Rana, ASO 2. Sujit, Sr. Asstt. 3. Ravi, Jr. Asstt.	1. Naresh Kumar, Sr. Asstt. 2. Ravi, Jr. Asstt. 3. Swati Bhatnagar, DEO	1. Raunak Rai Rana, ASO 2. Sujit, Sr. Asstt. 3. Swati Bhatnagar, DEO

20.7.2025

In addition to above, the following instructions are issued:-

1. All Officers of the level of Grade-I/equivalent and above would attend the office daily.
2. All COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting, no consumption of liquor, pan, gutkha, tobacco etc. shall be maintained.
3. The concerned AR shall monitor those officials who have been scheduled for work from home.
4. DCT staff may act as per directions of Chairman DCT.
5. Roster duty orders for Personal Branch of Secy.-cum-RCS will be issued separately.

All the officials are hereby directed to attend the office as per duty roster till further orders. However, apart from the above if any official is required due to office exigencies, the concerned AR shall accordingly direct him to attend office.

This issues with approval of Secy.-cum-RCS.

M. G. SATHYA
5/6/2021
(M.G. SATHYA)

ASSTT. REGISTRAR(ADMN.)

No.F-5/26/2020/Estt./Coop./Misc/Covid-19 duty/816/822

Dated: 05/06/2021

Copy to:-

1. PS to Secy.-cum-RCS.
2. PA to Addl. RCS/Jt.RCS - to ensure compliance of the above orders.
3. All DRCS - to ensure compliance of the above orders.
4. All ARCS/A.O/ - to ensure compliance of the above orders.
5. AR(Computer) for uploading this order on the website.
6. Registrar, DCT – Vikas Bhawan-II, Bela Road, Civil Lines, Delhi
7. Guard File.

M. G. SATHYA
5/6/2021
(M.G. SATHYA)

ASSTT. REGISTRAR(ADMN.)