

No. SR PA/SECY (COOP)/2021/166

Dated: 07/06/2021

OFFICE ORDER

In pursuance of Delhi Disaster Management Authority, GNCTD Order No 2/07/2020-PI File-III/432 dated 05.06.2021 and Ministry of Home Affairs, GOI order no 40-3/2020-DM-1(A) dated 29.04.2021 the daily duty roster of PB of Secretary-cum-RCS is as under:-

Monday	Tuesday	Wednesday	Thursday	Friday
*PB of Secy.-cum-RCS	*PB of Secy.-cum-RCS	*PB of Secy.-cum-RCS	*PB of Secy.-cum-RCS	*PB of Secy.-cum-RCS
1 Puneet, Steno	1 Sandeep Bhatia, Steno	1 Puneet, Steno	1 Puneet, Steno	1. Sandeep Bhatia, Steno
2 Raj Shekhar Raturi, Jr. Asstt.	2 Praveen, ASO	Sandeep Bhatia, Steno	2. Raj Shekhar Raturi, Jr Asstt	2 Praveen, ASO
3 Sumit Luthra, Jr Asstt	3 Shankar, DEO	2 Raj Shekhar Raturi, Jr Asstt / Praveen, ASO	3 Sumit Luthra, Jr Asstt	3 Shankar, DEO
4 Sanjay, Peon	4 Jagarnath, Bailiff	3 Sumit Luthra, Jr. Asstt / Shankar, DEO	4 Sanjay, Peon	4 Jagarnath, Bailiff
5 Raman Prasad, Bailiff	5 Manisha, MTS	4 Sanjay, Peon		5 Manisha, MTS
		5 Raman Prasad, Bailiff		6 Raman Prasad, Bailiff

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. Wearing of face mask is compulsory.
3. All officers/officials attending office shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, GoI. Gathering of staff for lunch is restricted.
4. Use of Arogya Setu app shall be mandatory for all employees
5. Entry to office to be monitored by security staff and all equipment/sanitizers to be provided at Entry Gates for screening of staff and public and only healthy and asymptomatic persons to be allowed access to office.

Besides, it is expected from all officials to follow Covid appropriate behavior and strictly comply with all direction issued by the GoI/GNCTD from time to time relating to COVID-19 management in their self interest as well as in the interest of other employees

All the officials are hereby directed to attend the office as per duty roster till further orders

This issues with approval of Secy.-cum-RCS

(PS TO SECY-CUM-RCS)
(O/O REGISTRAR COOP. SOCIETIES)

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