

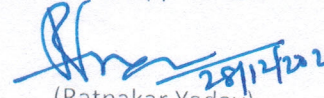
3rd Floor(S), Sewa Bhawan,
R.K. Puram New Delhi -66
Dated 28 December 2020

OFFICE MEMORANDUM

Subject- Preventive Measures to contain the spread the Noval Corona Virus (Covid 19)- Attendance of Central Government Employees - regarding.

With reference to above mentioned subject and in pursuance of CWC (HQ.)E-IX Section communication No. A-24020/11/2020-Estt.-IX dated 28 December 2020 a roster with respect to HRM Wing of CWC (HQ.) is attached as Annexure-I & II for compliance.

2. It may be clarified that the allotted work from home day will remain same, even if it happens to be a public holiday.


(Ratnakar Yadav)

Under Secretary

Tel.: 011-29583304.

To

All US/SO, CWC, Sewa Bhawan, New Delhi.

Copy to-

1. PPS to Chairman, CWC, Sewa Bhawan, New Delhi.
2. PS to CE(HRM), CWC, Sewa Bhawan, New Delhi.
3. Secretary/Director(Admn.)/Director (E-I), Sewa Bhawan, New Delhi.

Work from Home day for SO and below level officers,working in HRM Wing of CWC

Section	Name of the Officer/officials and Degration (Sh./Smt./Ms.)	Day of work from Home
E-1	R.K. Sharma, SO	Tuesday
	M K Gandhi, ASO	Monday
	Vivek Kumar, ASO	Wednesday
	Kamlesh kumar Ranjan, JSO	Thursday
	Subhash Chander, MTS	Friday
	Ashok Kumar, MTS	Monday
E-2	Chiranjib Mirdha, SO	Wednesday
	Ganesh Mahto, ASO	Monday
	Nutan Ray, ASO	Tuesday
	Devender Prasad, JSA	Thursday
	Vibhay Kumar, MTS	Friday
E-3	Seema Juneja, SO	Thursday
	D K Sinha, ASO	Monday
	Praful Kumar, ASO	Tuesday
	Kunal, JSO	Wednesday
	Jagdish Singh, SSA	Friday
	Mukesh, MTS	Tuesday
E-4	Stephan Guria, ASO	Tuesday
	Omendra Yadav, ASO	Monday
	Sanjay Rao, ASO	Wednesday
	S K Sachdeva Photographer	Thursday
	Sunil, MTS	Friday
E-5	Naresh Kumar, MTS	Wednesday
	Vandana Kalra, SO	Wednesday
	Mini Polson, ASO	Tuesday
	Jatin Sahu ASO	Monday
	Y.I. Singh, ASO	Thursday
	Lalita Bisht, SSO	Thursday
E-6	Jitendra Singh, MTS	Friday
	Uma Devi Ranga, SO	Thursday
	Ashish, Jr. Computer	Monday
	Saurav Patwal, JE	Tuesday
	Rekha Shah, ASO	Wednesday
	Harvir Singh, MTS	Friday

E-7	Krishna Toppo, SO	Tuesday
	K. Yugandhar, ASO	Monday
	Sanjeev, LDC (Sub. Cadre)	Wednesday
	C S Deswal, Storekeeper (Sub. Cadre)	Thursday
	Ramanand, JSA	Friday
E-8	Vatsala Sharma, Sr.Stat.Officer	Wednesday
	Rakesh Kumar, ASO	Monday
	Jai Kishan, ASO	Tuesday
	Naresh Tokas, ASO	Thursday
	Mamta, MTS	Friday
	Puspesh Mehra, MTS	Monday
E-9	Jyotsna Kapur,SO	Thursday
	Anand Ranjan Kumar,ASO	Wednesday
	Priti Yadav,ASO	Tuesday
	Pankaj Kumar Thakur,ASO	Friday
	Devender Singh Urzil,MTS	Monday
	Rajesh Singh, MTS	Friday
E-10	Rita Angrish,SO	Tuesday
	Kundan Kumar,ASO	Monday
	Puran Singh, MTS	Thursday
E-11	Asha Bhatt,SO	Wednesday
	Ravi Kumar, ASO	Monday
	Ankur Kumar, JSO	Tuesday
	Sandip Kumar, SSO	Thursday
	Ansu Singh, Jr. Computer	Friday
	Surinder Sharma, MTS	Friday
E-12	K.C. Meena, SO	Thursday
	Piyush Upadhyay, ASO	Wednesday
	Vivek Verma, ASO	Monday
	Balbir Singh Rana, JSA	Tuesday
	Chandrakala, MTS	Friday

E-13	S C Pant, SO	Tuesday
	Upendra Kumar, ASO	Monday
	Rajesh Kumar, MTS	Wednesday
E-14	Chandra Prakash, SSO	Wednesday
	Gopal Chandra Das, ASO	Monday
	Rajender Kumar, ASO	Tuesday
	Savitri Choubey, Head Draftsman	Thursday
	Rajesh Ranjan, MTS	Friday
RTI	Usha Kalra, SO	Thursday
	Ram Ashish Manjhi, Book Binder	Monday
CM&V	Kanwaljit Kaur, SO	Tuesday
	Suman Sikri, SO	Wednesday
	Sachin Kumar, ASO	Monday
	Suresh Kumar, MTS	Friday
Budget	R P Singh, AD	Wednesday
	Amitoz Grover, ASO	Monday
	Vijay Kumar Sharma, SSA	Tuesday
	R.P.Ujjain, W/S- Gr.II	Wednesday
	Brahma kumar, W/S- Gr.II	Friday
	Paramvir, LDC (Sub. Cadre)	Thursday
Hindi	Binay kumar Mishra, STO	Monday
	Indra.S, JTO	Tuesday
	Roli Srivastava, JTO	Wednesday
	Puneet Pandey, JTO	Thursday
	Karamvir, MTS	Friday
R&I	Neerja Solanki, SO	Thursday
	Ravinder Nath Verma, ASO	Monday
	Sumitra, JSA	Tuesday
	P Ganesh, MTS	Wednesday
	Vinod Kumar Raju, MTS	Friday
	Virender Singh, MTS	Monday

A/C-1	Satish S Koli, SO	Tuesday
	Sandeep Gupta, ASO	Monday
	Shanti Sahay, ASO	Wednesday
	Raj Kumar, ASO	Thursday
	Raj Singh, Head Draftsman	Friday
A/C-2	Jogender Kumar, SO	Wednesday
	Sunita, ASO	Monday
	Meghlal Mandal, ASO	Tuesday
	Digamber Prasad, JSA	Thursday
	Kanta Ram, MTS	Friday
	Hoshiyar Singh, MTS	Monday
	Manju Rana, Sr. Computer	Wednesday
	Neelam Sehgal, Sr. Computer	Tuesday
A/C-3	Asha Dudeja, SO	Thursday
	Vinit Upadhyay, ASO	Monday
	Nasir Iqbal, ASO	Tuesday
	Parvesh Tenuria, ASO	Wednesday
	Manju Chawala, Jr.computer	Friday
	Sudhir Mishra, Sr.Cameraman	Tuesday
	S S Kumavat, Head Drafts Man	Monday
	Satish Kumar, MTS	Wednesday
Account Work	Thawar Singh, SO	Tuesday
	Balmukund Swaroop, ASO	Monday
	Reeta Passi, ASO	Wednesday
	Dharmbir Singh, MTS	Friday
O&M	T P Singh, SO	Wednesday
	Ashok Kumar, ASO	Monday
	Vishal Sharma, JSO	Tuesday
	Arun Kumar, Jr.Computer	Friday
APAR	Chander Kishor, SO	Thursday
	Satya Prakash Sharma, ASO	Monday
	Lakhan, MTS	Friday

ANNEXURE II**Work from home day for PS and below level officers working in HRM Wing of CWC**

S.No	Name of Office/Unit	CSSS Staff allocated	Day of the work from home
1	O/o CE(HRM)	Smt.R.Mahalakshmi,PS	Friday
2	O/o Secretary	Sh. Rahulji Chenna,PS	Tuesday
		Smt. Uma Taneja,PS	Wednesday
3	O/o Dir(E-I)	Sh.Yashpal Saini, PS	Thursday
4	O/o Director(Admn)	Sh.K.Sudhakara Rao,PS	Friday
5	O/o Director (Trg)	Sh.Ram Singh, Steno D	Monday
6	O/o Director(TC)	Sh.Vipul Kumar, Steno D	Tuesday
7	O/o Under Secretary (E.IX)	Sh.Ajay Kumar, PS (H)	Wednesday
8	O/o Under Secretary (CM&V) and O/o Under Secretary (Estt-I)	Smt.Veena Verma, PS	Thursday
9	O/o Joint Secretary, CWC	Sh. Channu Ram, PS (H)	Friday
10	Director (Finance)	Sh.Ravi, Steno D	Monday
11	WSE	Smt.Nilam Kumari,PA	Tuesday