

Sub: Preventive measure to contain the spread of Novel Corona Virus (COVID – 19) –Roster of attendance of Estt.XIII Section, CWC for the month of January, 2022-reg.

The under signed is refer to DoPT Office Memorandum F. No. 11013/9/2014-Estt.A-III dated 03.01.2022 on the subject mentioned above, it has been decided that following officials of Estt. XIII Section, CWC will attend office on roster basis for the month of January, 2022 in the following manner:-

Period of Roster	Name of Officer for attending Office	Name of the Officer for work from home
05.01.2022	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh	Shri Arvind Jaiman Shri Rajesh Kumar Sheel
06.01.2022	Shri Arvind Jaiman Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh
07.01.2022	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh	Shri Arvind Jaiman Shri Rajesh Kumar Sheel
10.01.2022	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh	Shri Upendra Kumar Shri Rajesh Kumar Sheel
11.01.2022	Shri Upendra Kumar Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh
12.01.2022	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh	Shri Upendra Kumar Shri Rajesh Kumar Sheel
13.01.2022	Shri Upendra Kumar Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh
14.01.2022	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh	Shri Upendra Kumar Shri Rajesh Kumar Sheel
17.01.2022	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh	Shri Arvind Jaiman Shri Rajesh Kumar Sheel
18.01.2022	Shri Arvind Jaiman Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh

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19.01.2022	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh	Shri Arvind Jaiman Shri Rajesh Kumar Sheel
20.01.2022	Shri Arvind Jaiman Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh
21.01.2022	Shri S.C. Pant Shri Upendra Kumar Shri Pushkar Singh	Shri Arvind Jaiman Shri Rajesh Kumar Sheel
24.01.2022	Shri Upendra Kumar Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh
25.01.2022	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh	Shri Upendra Kumar Shri Rajesh Kumar Sheel
27.01.2022	Shri Upendra Kumar Shri Rajesh Kumar Sheel	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh
28.01.2022	Shri S.C. Pant Shri Arvind Jaiman Shri Pushkar Singh	Shri Upendra Kumar Shri Rajesh Kumar Sheel
31.01.2022	Shri Upendra Kumar Shri Pushkar Singh	Shri S.C. Pant Shri Arvind Jaiman Shri Rajesh Kumar Sheel

2. The other officers/officials working from home on particular day as per roster, should be available on telephone and electronic means of communication at all the time and should attend office, if warranted for any exigency if work.

3. All the staff not coming office, as per roster, will be treated as on Earned Leave.

4. This issue with the approval of Competent Authority.

Copy to :

1 . PPS to CE (HRM) , CWC (Hqrs), New Delhi.

2. All Officers/Staff to Estt. XIII Section, CWC (Hqrs), New Delhi.

Handwritten signatures and dates:
7/1/2022
O/C
Pinkie
(Pinkie Pandey)
Under Secretary
7.1.22