

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI – 110016

No. NI/DD(ADMN.)/ Misc./2019-20

Dated: 23.03.2020

OFFICE MEMORANDUM

This has reference to the DOPT O.M. No. 11013/9/2014-Estt-(A-III) dated 22.03.2020 regarding preventive measures to contain the spread of COVID-19 in suppression of the order no. nil dated 20th March 2020 and as per the telephonic communication conveyed by JS(Admn.), MWCD cum Director, NIPCCD, a roster of employees to provide essential services in the Institute's Headquarters and Regional Centres from 23.03.2020 to 31.03.2020 has been prepared as under:

Sl.No.	Duties during 24-26, March 2020	Duties during 27, 30, and 31st of March 2020
1.	Dr. Suryamani Mishra, Joint Director (Trg.)	Dr. Rita Patnaik, Deputy Director
2.	Sh. Rajvir Singh, Assistant Director	Sh. B. Sahu, Deputy Director
3.	Smt. Poornima Thakur, Research Assistant	Smt. Vandana Sharma, Assistant Director
4.	Sh. P.S. Bhandari, Assistant	Sh. Dinesh Kumar, Assistant Accountant
5.	Sh. Ashok Kumar Mahawar, LDC	Sh. Hukam Singh Aswal, Assistant
6.	Sh. Yogesh Kumar, Driver	Sh. Rajesh Kumar, Plumber
7.	Sh. Basappa Biradar, MTS	Sh. Maan Singh Mehra, MTS
8.	Sh. Sukan Prasad, MTS	Sh. Narhari Behera, MTS
9.	Sh. Kailash Chand, MTS	Sh. Vijay Kumar, MTS
10.	Ms. Vidushi Arya, Accounts Clerk	Sh. Jai Bhagwan, MTS
11.	Mr. Rishab, Accounts Clerk	Ms. Monika, Accounts Clerk
12.	Mr. Vijay Kumar, DEO	Mr. Rahul Kumar Rana, DEO
13.	Mr. Ravi, DEO	Mr. Ravi Piwal, DEO
14.	Mr. Nipul Lohia, DEO	Mr. Manjeet Singh, DEO
15.	M/s Darshan Constructions for Housekeeping and M/s Citadel for Security may issue orders for employees to provide essential services as per discussion held with Deputy Director (Admn.) on 23.03.2020.	
Regional Centre, Mohali (Project/Contractual Staff are not included in the Roster because Curfew has been imposed in entire Punjab)		
16.	Dr. Rajesh Mishra, Deputy Director	Smt. K. Sunita Seshadri, Deputy Director
17.	Sh. P.P.S. Sengar, Associate Librarian & AAO I/c	Sh. Ravi Kumar, LDC
Regional Centre, Bengaluru		
18.	Dr. V.D. Gadkar, Deputy Director	Sh. Phillips, Deputy Director
19.	Dr. Ganga Jyothi, Assistant Director	Smt. Jaya Ranjani, Assistant Director
20.	Smt. Naveeda Khatoon, Assistant Director	Smt. Aliya Tayyabba, Research Assistant
21.	Sh. Raghvendra Singh Chauhan, AAO	Sh. Basavaraju, Assistant Accountant
22.	Sh. S.P. Midha, Stenographer Grade I	Sh. Sampath Kumar, LDC

23.	Sh. P.S. Suresh, UDC	Smt. Kanika Brahma, LDC
24.	Sh. Tipanna, Electrician	Sh. Raghvan, Assistant Librarian
25.	Sh. J. Kumar, MTS	Smt. Manjula, MTS
26.	Ms. Rajamani P, Project Assistant	Ms. Veena B, Project Assistant
27.	Ms. Shilpa H.M., Project Assistant	Mr. Upendra, MTS
28.	Mr. Narayanaswamy, MTS	Mr. Rakesh, MTS
29.	Mr. Naresh, MTS	Mr. Ramanappa, MTS
30.	Mr. Srinivas Reddy, MTS	Mrs. Sarojamma, Sweeper
31.	Mrs. Sulochana, Sweeper	Mrs. Anusuyamma, Sweeper
32.	Mrs. Radha, Sweeper	Mrs. Aruna Deepti, Sweeper
33.	Mr. P Srinivasa, Mali	Mrs. Nagamma, Mali
34.	Mr. Raghavendra, Security	Mr. Ashwatha Reddy, Security
35.	Mr. Venkatachala, Security	Mr. Govida Reddy, Security
36.	Mr. E Nagabhushanappa, Security	Mr. Shivappa, Security
Regional Centre, Guwahati		
37.	Smt. T. Guite, Assistant Director	Mr. M. Alam, Assistant Director
38.	Smt. Kashmiri Boruah, Research Assistant	Dr. R.G. Goswami, Assistant Director
39.	Mr. R.J. Baruah, Accounts Officer	Smt. Basabee Bhuyan, Accounts Clerk
40.	Mr. K.P. Sarkar, AAO	Mr. M. Kalita, Assistant
41.	Mr. P.K. Dehiya, Stenographer Grade I	Mr. N.I. Ahmed, Stenographer Grade I
42.	Smt. S.N. Begum, Hindi Translator	Smt. S.H. Talukdar, Assistant Librarian
43.	Sh. R.K. Boro, LDC	Sh. N.C. Deka, LDC
44.	Mr. P. Rajbangshi, Staff Car Driver	Mr. K. Rajbangshi, MTS
45.	Mr. T.C. Boro, MTS	Sh. N.C. Barman, MTS
46.	Mr. M. Ali, MTS	Mr. M.R. Boro, MTS
47.	Mr. N.D. Deka, MTS	Mr. Robin Chandra Das, MTS
Regional Centre, Lucknow		
48.	Dr. N. Khan, Deputy Director	Smt. Leena Kumari, Assistant Director
49.	Sh. Paras Nath Singh, AAO	Sh. Mukesh Kumar Maurya, Assistant Director
50.	Smt. Smita Srivastava, Research Assistant	Sh. T.N. Diwedi, LDC
51.	Sh. Shankar, Hindi Translator	Sh. Riyaz Ahmed, MTS
52.	Sh. Kundan, MTS	Sh. Rama Prasad, MTS

53.	Sh. Munna Lal, MTS	Sh. Bindana, MTS
54.	Smt. Rupa Ghosh, Stenographer	Smt. Shweta Rai, Stenographer
55.	Sh. Manoj Saini, Accounts Clerk	Sh. Suresh Chand, Electrician
56.	Sh. Saurav Tiwari, Accounts Clerk	-
57.	M/s Rajputana Services, Lucknow for Housekeeping and M/s Inok Enterprises, Allahabad for Security may issue orders for employees to provide essential services as per discussion held with AAO, Indore on 23.03.2020.	
Regional Centre, Indore		
58.	Dr. Aneel V.B. Babu, Deputy Director	Sh. Nilesh Mansing Shinde, Research Assistant
59.	Dr. Meenakshi Regon, Deputy Director	Mr. Pankaj Sharma, LDC
60.	Mr. Sandeep Sindhu, LDC	Mrs. Anjuman Khan, Social Worker
61.	Mr. Kaliyan Singh, Electrician	Sh. Sujit Chhjalane, MTS
62.	Ms. Mahima Agrawal, Accounts Executive	Ms. Pooja Rathod, DEO
63.	Mr. Nisha Choksey, DEO	Ms. Divya Pandey, DEO
64.	Mr. Anand Garg, DEO	-
65.	M/s Patliputra Solutions Ltd., Delhi For Housekeeping and M/s R.S Group, Delhi for Security may issue orders for employees to provide essential services as per discussion held with ACO, Indore on 23.03.2020.	

2. All nominated employees and staff are requested to render their services as per the order stated above. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.

3. The Officers viz. Additional Director, Joint Director (CS), Deputy Director (Admn.) and Deputy Director (A/c) will monitor these essential services in the Institute.

4. A copy of the employees to provide essential services by Regional Centres will also be uploaded.

5. This issues with the approval of the Competent Authority.

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(Balbir Rai)
Deputy Director (Admn.)

All concerned

Copy to:

1. PS to Director
2. PA to Additional Director (PK)
3. PA to Joint Director (CS)
4. All Regional Directors – with a request to intimate all concerned officials in their respective Regional Centres
5. Deputy Director(Admn.)
6. Deputy Director (Accts.)
7. Accounts Officer / AAO (G)/AAO(P)
8. Editor
9. Sh. A.K. Goyal, Senior Programmer – with a request to upload the above orders on the website of the Institute.
10. Office Order File