

No. 42011/3/2020-DCH/Estt-I  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handlooms

Udyog Bhawan, New Delhi  
Dated: 19<sup>th</sup> March 2020

**OFFICE MEMORANDUM**

**Sub:- Preventive measures to contain the spread of COVID-19 - regarding.**

In order to prevent the spread of COVID-19, DoPT has issued instructions vide their OM No. 11013/9/2014-Estt (A-III) dated 19<sup>th</sup> March, to limit the attendance of employees to 50% to attend office every day and the remaining 50% will work from home on alternate weeks. A copy of the OM is enclosed.

2. Accordingly, the weekly roster of duty for two weeks for every section has been prepared and enclosed. All Group A and Group B employees are directed to report for duty at time indicated against each during the next two weeks as per roster, until further orders.

3. This issues with the approval of Competent Authority.

  
(Rajiv Jain)  
Chief Enforcement Officer

To,

All Officers, Officials, Contractual staffs, Office of the Development Commissioner for Handlooms.

**Weekly Roster of duty for two weeks from the period 23.03.2020 to 03.04.2020**

| S.N | Section  | Timings                 | I Week<br>(23.03.2020 to<br>27.03.2020)   | II Week<br>(30.03.2020 to<br>03.04.2020)   |
|-----|--|-------------------------|---|--|
| 1   | <b>Establishment-<br/>I Section</b><br>(AD- Smt. Anita<br>Sawhney)   | 9.30 AM to 5.30<br>PM   | 1. Shri Rajesh<br>Kumar Dutta,<br>Assistant<br>2. Shri Bikram<br>Kumar Jha,<br>Office Assistant | 1. Ms. S. Dharini,<br>Steno. Gr.II<br>2. Ms. Ritu Devi,<br>Steno. Gr. II<br>(Under –<br>posting)       |
|     |  | 10.00 AM to 06.00<br>PM | 3. Shri Vaibhav<br>Singh, Assistant<br>(Under –<br>posting)<br>4. Shri Beesh<br>Bahadur, MTS    | 3. Ms. Bharti,<br>Office Assistant<br>4. Shri Sumit, DEO   |
| 2   | <b>Establishment-<br/>II Section</b><br>(AD- Shri P.R.<br>Meena)     | 9.30 AM to 5.30<br>PM   | 1. Shri A.<br>Subramanian,<br>Assistant<br>2. Shri Vivek<br>Kumar, Assistant                    | 1. Shri Mahesh<br>Singh Rawat,<br>Assistant<br>2. Shri Raja Ram,<br>Assistant                          |
|     |  | 10.00 AM to 06.00<br>PM | 3. Shri Sachin<br>Gupta, DEO<br>4. Smt. Sumitra,<br>MTS   | 3. Shri Nirmal<br>Singh Rautela,<br>LDC<br>4. Shri Sagar, LDC<br>5. Ms. Abhilasha,<br>Office Assistant |
| 3   | <b>General<br/>Section &amp; R&amp;I</b><br>(AD- Shri P.R.<br>Meena) | 9.30 AM to 5.30<br>PM   | 1. Shri Ajeet<br>Kumar, UDC<br>2. Shri Vinod<br>Singh, DEO                                      | 1. Shri Sanjay<br>Gupta, Office<br>Assistant<br>2. Shri Satyaveer<br>Singh, DEO                        |
|     |  | 10.00 AM to 06.00<br>PM |   | 3. Shri Gopal<br>Singh, MTS  |

| S.N | Section  | Timings                 | I Week<br>(23.03.2020 to<br>27.03.2020)                                    | II Week<br>(30.03.2020 to<br>03.04.2020)                                |
|-----|--|-------------------------|--|---|
| 4   | <b>PM&amp;E-I</b><br>(AD- Shri Alok<br>Kumar)  | 9.30 AM to 5.30<br>PM   | 1. Shri Ankit Gaur,<br>UDC<br>2. Shri Ranjit<br>Kumar, UDC                 | 1. Shri Rajesh<br>Kumar Sharma,<br>Assistant                            |
|     |  | 10.00 AM to 06.00<br>PM | 3. Ms. Priyanka,<br>Office Assistant                                       | 2. Shri Sandeep<br>Kumar, Office<br>Assistant<br>3. Shri Deepak,<br>MTS |
| 5   | <b>PM&amp;E-II</b><br>(AD- Shri Ashok<br>Kumar Verma)                                    | 9.30 AM to 5.30<br>PM   | 1. Ms. Ruchi, DEO<br>2. Ms. Ekavali<br>Sharma, DEO                         | 1. Ms. Bharti, LDC  |
| 6   | <b>Weavers<br/>Welfare</b><br>(AD- Shri P.R.<br>Meena)                                   | 9.30 AM to 5.30<br>PM   | 1. Shri Ajit Kumar,<br>UDC   | 1. Shri Dalvir<br>Singh, Assistant                                      |
|     |  | 10.00 AM to 06.00<br>PM | 2. Shri Narayan<br>Bahadur, DEO  | 2. Shri Sanjay<br>Kumar, MTS  |
| 7   | <b>Policy &amp;<br/>Statistics</b><br>(DD- Shri<br>Siddarth Singh)                       | 9.30 AM to 5.30<br>PM   | 1. Shri Himanshu,<br>Office Assistant                                      | 1. Shri Pankaj<br>Singh Chauhan,<br>Assistant                           |
|     |  | 10.00 AM to 06.00<br>PM | 2. Smt. Shanti<br>Sharma, Jr.<br>Officer, NHDC                             |   |
| 8   | <b>BLC &amp; other<br/>interventions-<br/>General States</b><br>(AD- Shri S.P.<br>Bhatt) | 9.30 AM to 5.30<br>PM   | 1. Shri Jasbeer<br>Singh Arora, AD   | 1. Shri O.P. Yadav,<br>Steno Gr.- I<br>2. Ms. Parul Yadav,<br>UDC       |
|     |  | 10.00 AM to 06.00<br>PM | 2. Shri Chander<br>Pal, Office<br>Assistant<br>3. Anand Singh<br>Negi, MTS | 3. Ms. Divya,<br>Office Assistant<br>4. Ms. Baljeet<br>Kaur, DEO        |

| S.N | Section   | Timings                 | I Week<br>(23.03.2020 to<br>27.03.2020)  | II Week<br>(30.03.2020 to<br>03.04.2020)                            |
|-----|---|-------------------------|--|---|
| 9   | <b>BLC &amp; other interventions-<br/>NER and<br/>Projects</b><br>(AD- Shri<br>Surender Negi) | 9.30 AM to 5.30<br>PM   | 1. Smt. Nita<br>Girdhar,<br>Assistant  | 1. Smt. Narinder<br>Kaur, LDC                                       |
|     |   | 10.00 AM to 06.00<br>PM | 2. Shri Uttam<br>Kumar, DEO<br>3. Shri Surender<br>Pal, MTS                      | 2. Ms. Ayushi<br>Bhardwaj, DEO                                      |
| 10  | <b>Mega Cluster</b><br>(AD- Shri D.L.<br>Meena)   | 9.30 AM to 5.30<br>PM   | 1. Ms. Shivani<br>Sharma,<br>Assistant<br>2. Smt. Kavita<br>Gupta, UDC           | 1. Smt. Visalakshi<br>Sivanandan, AD<br>2. Ms. Mitali<br>Anand, DEO |
|     |   | 10.00 AM to 06.00<br>PM | 3. Shri Sunny, MTS   | 3. Shri Jyoti<br>Prakash, UDC                                       |
| 11  | <b>B&amp;A Section</b><br>(Sr. AO- Shri<br>Ashok Kumar)                                       | 9.30 AM to 5.30<br>PM   | 1. Shri Kuldeep<br>Kumar Sharma,<br>Assistant                                    | 1. Smt. Lalita,<br>Assistant  |
|     |   | 10.00 AM to 06.00<br>PM | 2. Ms. Monika<br>Kotnala, Office<br>Assistant<br>3. Shri Rishipal<br>Sharma, MTS | 2. Shri Raj Pal,<br>LDC   |
| 12  | <b>Coordination<br/>&amp; Parliament<br/>Section</b><br>(AD- Shri Om<br>Parkash)              | 9.30 AM to 5.30<br>PM   | 1. Shri Pramod<br>Kumar, Assistant   | 1. Smt. Rumani<br>Bhatia, UDC                                       |
|     |   | 10.00 AM to 06.00<br>PM | 2. Shri Nitin<br>Kumar, DEO<br>3. Shri Rahul, MTS                                | 2. Shri Nishant<br>Anand, DEO                                       |
| 13  | <b>Hindi Section</b><br>(AD (OL)- Shri<br>Dharmbir)   | 9.30 AM to 5.30<br>PM   | 1. Shri Parvendra<br>Kumar Jatav, Sr.<br>Hindi Translator                        | 1. Smt. Sohni<br>Verma, Sr.<br>Officer, NHDC                        |

| S.N | Section                             | Timings                 | I Week<br>(23.03.2020 to<br>27.03.2020)                                  | II Week<br>(30.03.2020 to<br>03.04.2020)                   |
|-----|-------------------------------------|-------------------------|--|--|
| 14. | PA to ADC<br>(SKS) and<br>ADC (NV)  | 9.30 AM to 5.30<br>PM   | 1. Smt. Poonam<br>Chaudhary,<br>Steno. Gr-I                              | 1. Smt. Promila<br>Mehra, Steno.<br>Gr-I                   |
| 15. | PA to DDC<br>(KCS) and<br>CEO (RJ)  | 9.30 AM to 5.30<br>PM   | 1. Smt. Sunita<br>Kalia, Steno. Gr-<br>I                                 | 1. Shri Kishore<br>Kumar, Steno.<br>Gr-I                   |
| 16. | MTS to ADC<br>(SKS) and<br>ADC (NV) | 9.30 AM to 5.30<br>PM   | 1. Shri Gajraj, MTS  | 1. Shri Manjeet<br>Singh, MTS                              |
| 17. | MTS to DDC<br>(KCS) and<br>CEO (RJ) | 9.30 AM to 5.30<br>PM   | 1. Shri Suresh<br>Chandra, MTS   | 1. Shri Sunita, MTS  |
| 18. | PS to DCHL                          | 9.30AM to 5.30 PM       | 1. Shri Dilip<br>Kumar, Steno.<br>Gr-I<br>2. Shri Ravinder<br>Singh, UDC | 1. Shri Anil Kumar,<br>PS<br>2. Shri Nitin<br>Jaiswal, MTS |
|     |                                     | 10.00 AM to 06.00<br>PM | 3. Shri Prem<br>Bahadur, MTS   | 3. Shri Amit<br>Kumar, MTS                                 |