



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(पूर्व में डीओईएसीसी सोसायटी/Formerly DOEACC Society)
(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

कोलकाता
Kolkata

NIELIT/Kol/Admn/13/2020/894
19th March 2020

CIRCULAR

Subject: **Preventive measures to contain the spread of Novel Coronavirus (COVID-19)
- regarding.**

In compliance with DoPT's order vide OM No. 11013/9/2014-Estt (A-III) dated 19.03.2020, MeitY's Circular No. 17(4)/2020-Pers.I dated 19.03.2020 and subsequent instruction from NIELIT HQ through email dated 19.03.2020, employees are being informed to report their duties as per attached roster/working schedule in order to contain the spread of COVID-19.

This is issued with the approval of the Director In-Charge, NIELIT Kolkata.

(Ardhendu Das)
Additional Director (F&A)

Encl: 1. DoPT's Order vide OM No. 11013/9/2014-Estt (A-III) dated 19.03.2020
2. MeitY's Circular No. 17(4)/2020-Pers.I dated 19.03.2020

Copy to: 1. Registrar, NIELIT
2. Office of DIC & Salt Lake Office
3. Wings Heads
4. Notice Board
5. File

NIELIT Kolakta Regular Staff Working Roster from 23.03.2020 to 03.04.2020

For Group-B & C Staff

Weekly Roster (23-03-2020 to 27-03-2020)	Working Hours	Employees will Work from Office	Employees will Work from Home
	9:00 am to 5:30 pm	Mr. Kalluru Hemanth Reddy	Mr. Bokka Ravi
	10:00 am to 6:30 pm	Mr. Soumen Paul	Mr. Rajib Paul
	10:00 am to 6:30 pm	Mr. Ditu Das	Mr. Susovan Chaudhuri
	10:00 am to 6:30 pm	Md. Ahetesham	Ms. Sulekha Pal Majumder
	9:00 am to 5:30 pm	Mr. Chandan Kr. Ghorai	Ms. Jhunu Ghorai
	9:00 am to 5:30 pm	Mr. Ansuman Mukherjee	Mr. Surendra Nath Behera
	9:30 am to 6:00 pm	Mr. Apurba Dutta	Mr. Mithun Kr. Roy
	9:30 am to 6:00 pm	Mr. Biswajit Roy	Mr. Swapan Kr. Banerjee
	9:30 am to 6:00 pm	Ms. Krishnakali Kar Khan	Mr. Surendra Kr. Rout
Weekly Roster (30-03-2020 to 03-04-2020)	9:00 am to 5:30 pm	Mr. Bokka Ravi	Mr. Kalluru Hemanth Reddy
	10:00 am to 6:30 pm	Mr. Rajib Paul	Mr. Soumen Paul
	10:00 am to 6:30 pm	Mr. Susovan Chaudhuri	Mr. Ditu Das
	10:00 am to 6:30 pm	Ms. Sulekha Pal Majumder	Md. Ahetesham
	9:00 am to 5:30 pm	Ms. Jhunu Ghorai	Mr. Chandan Kr. Ghorai
	9:00 am to 5:30 pm	Mr. Surendra Nath Behera	Mr. Ansuman Mukherjee
	9:30 am to 6:00 pm	Mr. Apurba Dutta	Mr. Mithun Kr. Roy
	9:30 am to 6:00 pm	Mr. Swapan Kr. Banerjee	Mr. Biswajit Roy
	9:30 am to 6:00 pm	Mr. Surendra Kr. Rout	Ms. Krishnakali Kar Khan

For Group-A Staff

Working Hours for all working days (2 weeks)	Name
9:30 am to 6:00 pm	Mr. V. Krishnamurthy
9:00 am to 5:30 pm	Mr. Ardhendu Das
10:00 am to 6:30 pm	Mr. Goutam Saha
10:00 am to 6:30 pm	Mr. Jayanta Chakraborty
9:30 am to 6:00 pm	Ms. Sharmistha Bhattacharjee
9:00 am to 5:30 pm	Mr. Bhaskar Banerjee
10:00 am to 6:30 pm	Mr. Kalyan Baital
9:30 am to 6:00 pm	Ms. Rashmi Mandal (Vijayvergiya)
9:30 am to 6:00 pm	Mr. Rabin Karmakar
9:00 am to 5:30 pm	Mr. Anirban Jyoti Hati
As per SAIL-Burnpur timings	Ms. Debapriya Bhattacharyya

All other staff have to report as per NIELIT Kolakta letter No. NIELIT/Kol/JU/55/20/19 dated 19.03.2020 and Circular No. NIELIT/Kol/Admn/13/2020/893 dated 18.03.2020


 19/3/2020
 Ardhendu Das
 Addl. Director (F&A)


F.No. 17(4)/2020-Pers.I
Government of India
Ministry of Electronics and Information Technology
(Personnel Division)

Dated: 19.3.2020

CIRCULAR

A copy of DOPT OM No. 11013/9/2014-Estt(A.III) dated 19.3.2020 regarding preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19), is enclosed for information and compliance.

2. All Organizations/Groups/Divisions are requested to prepare weekly rosters for Group B and C staff in accordance with the above mentioned instructions issued by DOPT. Further, attendance through Aadhar Based Biometric Attendance System (AEBAS) will continue to be exempted till 31st March 2020. However, Attendance Registers will continue to be maintained, as informed earlier vide Circular dated 6.3.2020.


(P Victor Albuquerque)
Deputy Director (Personnel)

To

1. All GCs
2. DG(NIC)/DG(STQC)
3. CEO(UIDAI)/DG(ICERT)/CCA
4. CEO(DIC)/CEO(NeGD)/CEO(MyGov)
5. OSD to Secretary
6. Dir(Pers.)/ JD(Genl. Admin.)/JD(Building)
7. DD(GC)/Welfare Officer
8. DD(ABC) – in r/o Autonomous Bodies under MeitY
9. PPS to Secretary/PPS to AS(GS)
10. Intra-MeitY Notice Board

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

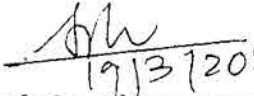
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT