

राष्ट्रीय होटल प्रबन्ध एवं केटरिंग तकनालॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार)

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)

A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)

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अतुन्या भारत
IncredibleIndia

No.AF.3(4)/2015-NC

Dated 20th March 2020

OFFICE ORDER

Sub: Preventive measures to contain the spread of COVID19.

In compliance to the DPOT's Office Memorandum No.11013/9/2014-Estt (A-III), dated 19th March 2020 for initiating preventive measures towards curtailment of 50% of Group 'B' & 'C' employees, a duty roster for all the regular employees and contractual staff engaged through outsourcing agency, up to 4th April 2020, has been drawn as under:

Group 'A' Officers:

S.No.	Name & Designation	Duty Roster
1.	Shri L.K.Ganguli, Director (A&F)	Shall attend office on all days.
2.	Shri Satvir Singh, Director (S)	
3.	Shri Nar Singh, Dy. Director	
4.	Shri Jaidip Shankar, EO(S)	
5.	Mrs. Shuchi Gothi, Sr. Lecturer	

Group 'B' & 'C' Staff:

1.	Shri Akhilesh Tiwari, Asst. Directo (T)	Due to compilation of results for odd semester exams, they will attend office every day. (Sh. Akhilesh Tiwari commutes daily by his own scooter and Sh. Aswani Kumar is staying in the campus)
2.	Shri Aswani Kumar Asst. Director (S)	
3.	Mrs. Krishna Gouniyal Accountant	Due to financial year end, she will attend office every day at least till 31.03.2020. If required, her duty roster can be re-designed thereafter.
4.	Shri B. Venu Gopal Stenographer 'C'	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
5.	Mrs. Jyothi Assistant	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
6.	Mr. Jagdish Kumar Assistant	To attend office on 23 rd , 25 th , 27 th , 31 st March; 2 nd April 2020 To work from home on 24 th , 26 th , 30 th March; 1 st , 3 rd April'20
7.	Mrs. C. Jawa Stenographer C	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
8.	Mrs. Sushma Sethi Stenographer C	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
9.	Mr. Tapes Kumar Assistant	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
10.	Mr. Sunil Kumar LDC	To attend office on 23 rd , 25 th , 27 th , 31 st March; 2 nd April 2020 To work from home on 24 th , 26 th , 30 th March; 1 st , 3 rd April'20

Cond...2.

11.	Mr. N.K.Dhakate LDC	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
12.	Mr. Giriraj Singh LDC	To attend office on 23 rd ; 25 th ; 27 th ; 31 st March; 2 nd April 2020 To work from home on 24 th ; 26 th ; 30 th March; 1 st ; 3 rd April'20
13.	Mrs. Rashmi LDC	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
14.	Mr. Leela Dhar MTS	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
15.	Mr. Nahar Singh MTS	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020

Academic Staff:

1.	Dr. Mohit Chandra Faculty (M.Sc.)	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
2.	Mr. Amol Kumar Faculty (M.Sc.)	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
3.	Dr. Neha Sharma Faculty (M.Sc.)	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
4.	Ms. Deeksha Govil Teaching Associate	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020

Contractual staff engaged through outsourcing agency:


1.	Mrs. Meena Adhikari Accounts Section	To attend office on 23 rd ; 25 th ; 27 th ; 31 st March; 2 nd April 2020 To work from home on 24 th ; 26 th ; 30 th March; 1 st ; 3 rd April'20
2.	Shri Guddu Kumar Stores	To attend office on 24 th ; 26 th ; 30 th March; 1 st ; 3 rd April'20 To work from home on 23 rd ; 25 th ; 27 th ; 31 st March; 2 nd April'20
3.	Mr. Anjaneya P. Singh THIMS	To attend office on 23 rd ; 25 th ; 27 th ; 31 st March; 2 nd April 2020 To work from home on 24 th ; 26 th ; 30 th March; 1 st ; 3 rd April'20
4.	Mr. Aswani Kr. Mishra THIMS	To attend office on 24 th ; 26 th ; 30 th March; 1 st ; 3 rd April'20 To work from home on 23 rd ; 25 th ; 27 th ; 31 st March; 2 nd April'20
5.	Ms. Rinki Accounts Section	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
6.	Mr. Roshan Singh, DEO	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
7.	Mr. Siddharth, DEO	
8.	Mr. Farz Ali Khan, DEO	
9.	Mr. Mahesh Passi, DEO	
10.	Mr. Sordatt Tripathi, Clerk	
11.	Mr. Nishant, Clerk	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020
12.	Mr. Pradeep Kumar, DEO	
13.	Mr. Yogesh Sharma, Clerk	
14.	Mr. Yogesh, Clerk	
15.	Mr. Neeraj Kumar, Clerk	
16.	Mr. Parvinder Singh, Clerk	
17.	Mr. Ankit Kumar, Clerk	
18.	Mr. Ritik, Clerk	
19.	Mr. Hosiyar Singh, Clerk	



Library Staff: Library hours have been reduced matching with office hours i.e. 9.00 AM to 5.30 PM daily from 23rd March to 4th April 2020 and open for only official, research and academic work and not for public and students.

1.	Ms. Vandana Gaur	To attend office from 23 rd to 27 th March 2020 To work from home from 30 th March to 3 rd April 2020
2.	Ms. Aarti	To work from home from 23 rd to 27 th March 2020 To attend office from 30 th March to 3 rd April 2020

The above roster may be followed strictly. However, the employees allowed to work from home should be available over telephone and other electronic means for communication on all working days and they should attend office if called for any exigency of work. Few staff members' roster was designed to work alternative days due to exigency of work and closing of financial year. Regular staff members who want to leave station during work from home period should take prior permission by applying leave. Salary will be paid to the staff engaged through outsourcing agency during the period of work from home. All Peons and Housekeeping staff shall attend the office daily.


(L.K.GANGULI)
Director (A&F)

To,

- i) All Officers & Staff as listed above
- ii) All Academic staff and Library staff
- iii) All Contractual staff engaged through outsourcing agency as listed above.
- iv) Security Supervisor, Main Gate, NCHM
- v) Establishment File