

राष्ट्रीय होटल प्रबन्ध एवं केटरिंग तकनालॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(An Autonomous Body under Ministry of Tourism, Govt. of India)

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

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No. NCHM/COVID19/03

Dated : 17-04-2020

OFFICE ORDER

Ministry of Home Affairs, Govt. of India vide it's Order No. 40-3/2020-DM-I(A) dated 15th April 2020 has extended the lockdown period up to 3rd May 2020 to contain the spread of Covid-19. However, some selected additional activities have been permitted to start from 20th of April with strict compliance of the Guidelines on lockdown measures and only at the outside of containment zone demarcated by concerned State Govt./Distt. Administration/ UT Administration. Clause 18(ii) of the said Order of Ministry Home Affairs permits the Govt. and its subordinate offices/ Autonomous Bodies to function from 20th April 2020 onwards with 100% attendance of Dy. Secretary and above level officers and up to 33% of remaining Officers and Staff.

In compliance to Clause 18(ii) of the above said Order of Ministry of Home Affairs, Secretary to the Govt. of India, Ministry of Tourism, in his capacity as Chairman of BoG, approved the resuming of activities in the **National Council for Hotel Management and Catering Technology, an Autonomous Organization of the Ministry of Tourism, Govt. of India** from 20th April onwards from it's Noida Campus with the following officers and staff by following all the protective measures prescribed by Govt. of India in this regard:

Sl. No	Name and Designation and frequency in office	Particular of mode of travel
1	Sh. L. K. Ganguli , Director (A & F) (All working days)	Commuting office by hired/own vehicle No. DL 9C AS 3855 along with driver Sh Vikram Kumar outsourced officially
2	Sh. Satvir Singh , Director (Studies) (All working days)	Commuting office by Office/own vehicle No. DL 4C NA 1663 along with driver Sh Krishna Kumar outsourced officially
3	Sh. Nar Singh , Dy. Director (Admn) (On alternate day or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
4	Sh. Jaidip Shankar , Executive Officer (S) (On alternate day or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
5	Ms. Shuchi Gothi , Sr. Lecturer (On alternate day or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
6	Sh. Aswani Kumar , Asst. Director (S) (All working days)	No travel involved, since residing in the campus
7	Sh. Akhilesh Kr. Singh , Asst. Director (T) (All working days)	Commuting office by hired/own vehicle (either four or two wheeler) along with driver or self-driving
8	Dr. Mohit Chandra , Faculty (On alternate day or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
9	Sh. Amol Kumar , Faculty (On alternate day or as per requirement)	Commuting office by hired/own vehicle (either four or two wheeler) along with driver or self-driving
10	Smt. Krishna Gouniyal , Accountant (On alternate day or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
11	Sh. Venu Gopal , Steno (C) and I/c OS (Four days a week or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
12	Sh. Jagdish Kumar , Assistant (On alternate day or as per requirement)	Commuting office by hired/own vehicle (either four or two wheeler) along with driver or self-driving
13	Sh. Tapesh Kumar , Assistant (Four days a week or as per requirement)	Commuting office by hired/own vehicle along with driver or self-driving
14	All other employees will continue to work from home	However, can be called at office on any day, if their presence feel so required.
15	Requirement of outsource staff will be assessed by both the Directors and accordingly be called	

Contd....

Sanitization to be done on each morning before starting office in addition to Cleaning of tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics. The above employees should follow the following instructions:

1. All of the Officers and Officials mentioned above have been instructed to wear masks during travel and at all the times while in the office.
2. Temperature Gun has been provided at the main gate. All of the Officers and Officials should allow the Security guard at the main gate to do thermal scanning of you while entering in the Office Campus.
3. Disinfectant spray has been kept at the main gate. All should allow the security guards to spray the same on your full body and the car while entering in to the campus.
4. Sufficient disinfectant sanitizer has been provided at the main gate and every Officers and Officials should make their hand sanitized while entry. Other than that, in every point at the Office, sanitizer dispenser has been placed for subsequent use.
5. After working on each office files, must wash hands with soap and water for more than 20 seconds.
6. Avoid lunch together and follow the same till further order.
7. Avoid meetings with more than 5 persons and that too one meter distance be kept in between two persons – As far as possible, conduct meetings on either Skype or on Zoom platform.
8. No visitor should be allowed in the campus.
9. Do not shake hands with other.
10. Those are staying in the Campus, maintain social distancing.

This Office Order will remain in force till further order.



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