

**ORDER**

**Subject: Availability of Officers/Staff in office in the wake of COVID-19- reg.**

In pursuance of the MoRD OM No. A-60014/10/2020-Estt.I dated 7<sup>th</sup> September, 2020 on the subject mentioned above, the undersigned is directed to furnish herewith the **Duty Roster** of the Rural Skills Division as per the prescribed Format is given below:

<b>Name of Division/Section: Rural Skills Division</b>			
<b>Day</b>	<b>Names &amp; Designation (09.00 am – 5.30 pm)</b>	<b>Names &amp; Designation (09.30am – 06.00pm)</b>	<b>Names &amp; Designation (10.00am – 6.30pm)</b>
Monday	Sanjay Kumar, US, SS Rawat, PPS Rajendran Kumar, MTS	Amarjeet Singh, MTS S. Mondal, MTS Ashok, MTS	Jitender, ASO Arif Jafri, Accountant
Tuesday	N.G. Yirmai, AC(RS)	Bhim Prakash, US	Rajani Bala, PS
Wednesday	Sanjay Kumar, US SS Rawat, PPS Rajendran Kumar, MTS	Amarjeet Singh, MTS S. Mandol, MTS Ashok Kumar, MTS	Jitender, ASO Arif Jafri, Accountant
Thursday	Bhim Prakash, US N.G. Yirmai, AC(RS)	Rajani Bala, PS	Ashok, MTS
Friday	Sanjay Kumar, US SS Rawat, PPS Rajendran Kumar, MTS Ashok Kumar, MTS	Amarjeet Singh, MTS S. Mondal, MTS	Jitender, ASO Arif Jafri, Accountant

2. The Officers/Staff not attending the office on a particular day as per the Duty Roster shall continue to work from Home and shall be remain available on phone and other means of communication at all times and should attend office, if called for, in case of exigency.

3. This issues with the approval of JS(RS).



**(Bhim Prakash)**

Under Secretary to the Govt. of India

To,

**1. Shri R.D. Diwakar, US(Estt.I), MoRD**

Copy to: All Officers/ Staff in DDUGKY Division

Copy also to: PPS to JS(RS)/PS to Dir(RS)