

OFFICE ORDER

In continuation of this office order dated 04.05.2020 & 05.05.2020, the roster of duties relating to Group C & D employees are as under:-

WEEKLY ROSTER OF DUTIES W.E.F. 11.05.2020 TO 17.05.2020

Sr. No	Name of the officials	Designation
ALC(A) Staff		
1.	Sh. Rakesh	Senior Scale Stenographer
2.	Sh. Vinay	Peon
JLC Staff		
3.	Sh. Ajay Yadav	Senior Scale Stenographer
4.	Sh. Manjit	Clerk
5.	Sh. Pawan	Peon
DLC Staff		
6.	Sh. Yogesh Kumar	Junior Scale Stenographer
7.	Sh. Rajit	Peon (Contract)
Establishment Branch		
8.	Sh. Lalpreet Singh	Assistant
9.	Sh. Vikramjeet Singh	Clerk
10.	Sh. Rattan	Clerk
11.	Smt. Geeta	Clerk (Contract)
12.	Sh. Sanjay	Peon
13.	Sh. Satpal	Sweeper
14.	Sh. Deepak	Sweeper
Diary/Dispatch Branch		
15.	Sh. Gautam	Clerk (Contract)
16.	Smt. Shweta	Clerk (Contract)
17.	Sh. Sarvjeet	Peon
18.	Sh. Mahavir	Peon
Accounts Branch		
19.	Smt. Daya Sharma	Clerk (Contract)
20.	Sh. Suraj Mal	Clerk (Contract)
21.	Sh. Pawan	Clerk
22.	Sh. Hemant	Clerk/Care taker
23.	Sh. Rahul	Peon
I.R.-I Branch		
24.	Sh. Tejinder Singh	Dy. Supdt.
25.	Smt. Rooplata	Assistant
26.	Sh. Amit Kumar	Steno-typist
27.	Sh. Ramdass	Clerk
28.	Sh. Vivekanand Tiwari	Peon

I.R.-II Branch		
29.	Smt. Ruchi Rani	Assistant
30.	Sh. Sandeep Kumar	Steno-typist
31.	Smt. Rekha	Clerk (Contract)
I.R.-III Branch		
32.	Sh. Sanjiv Kumar	Assistant
33.	Sh. Sunder	Reader
34.	Sh. Sumit	Steno-typist
Factory Wing		
35.	Sh. Kapil Dev	Statistical Assistant
36.	Smt. Harjinder Kaur	Assistant
37.	Sh. Kuldeep	Steno-typist
38.	Smt. Manju	Steno-typist
39.	Smt. Meenakshi	Data Entry Operator
40.	Sh. Varinder	Peon
RTI Cell/ IT Cell/ CM Window/PG Portal/SO Branch		
41.	Sh. Piyush	System Analyst
42.	Sh. Joginder Nain	System Analyst
43.	Sh. Manoj Kumar	Assistant
44.	Sh. Mahesh Kumar-II (RTI)	Assistant
45.	Sh. Narender Kumar	Clerk (HBOCW/B)
46.	Sh. Manish	Peon (Contract)

However, the remaining officials shall work from home and maintain headquarters and be in readiness for deployment at short notice. Further, they should ensure their availability on landline phone/mobile phone. The officials shall follow the guidelines of social distancing, wearing of face masks, hand hygiene etc. with regard to prevention of spread of COVID-19.

Dated: 08.05.2020

Pankaj Agarwal, IAS
Labour Commissioner, Haryana

Endst. No. 7451-19

Dated: 8-5-2020

A copy of above is forwarded to the following for information and further necessary action please:-

1. PS to Labour Commissioner, Haryana, Chandigarh.
2. All Officers/officials at headquarters.
3. Office order file.

Addl. Labour Commissioner (Admn.)
for Labour Commissioner, Haryana