

OFFICE ORDER

In reference of letter No. 62/19/2020-6 GSI dated 03.05.2020 issued by the Chief Secretary to Govt. of Haryana, vide which, it has been decided by Haryana Govt. to re-open all the Government offices in the State of Haryana as well as Chandigarh with the following working strength:

Group- A & B : 100%
Group- C & D : 33%

Accordingly, all Group A & B officers are directed to attend the office w.e.f. 04.05.2020. Further, the duty roster of officials relating to Group C & D is as under:-

WEEKLY ROSTER OF DUTIES W.E.F. 04.05.2020 TO 10.05.2020

Sr. No	Name of the officials	Designation
Admn. Branch		
1	Sh. Harbinder Singh	Labour Inspector
2	Sh. Rakesh	Senior Scale Stenographer
3	Sh. Ram Mehar	Assistant
4	Sh. Rattan	Clerk
5	Sh. Somvir	Clerk (Contract)
6	Smt. Tilo Devi	Peon (Contract)
7	Sh. Deepak Kumar	Sweeper
DIARY DISPATCH BRANCH		
8	Sh. Gautam	Clerk (Contract)
9	Smt. Meenu Rani	Clerk
10	Sh. Abhishek	Peon (Contract)
11	Sh. Bhupinder	Peon
ACCOUNT BRANCH		
12	Sh. Mukesh Dhiman	S.O.
13	Sh. Vineet Sharma	Assistant
14	Sh. Jawala Singh	Care taker
15	Smt. Parvinder	Clerk
16	Sh. Ram Avtar	Peon
LABOUR WING		
17	Sh. Tejinder Singh	Dy. Supdt.
18	Smt. Geeta Rani	Dy. Supdt.
19	Smt. Rooplata	Assistant
20	Sh. Surender Dhull	Assistant
21	Sh. Vikas Kumar	Statistical Assistant
22	Sh. Sunder Lal	Reader
23	Sh. Ajay Yadav	Sr. Scale Steno
24	Sh. Amit Singh	Steno Typist

25	Sh. Pritam	Steno Typist
26	Ms. Monika	Clerk (Contract)
27	Sh. Manjeet	Clerk
28	Sh. Pawan	Peon
29	Sh. Rajat	Peon (Contract)
30	Sh. Gurvinder Singh	Peon (Contract)
Factory Wing/ Legal Cell/ RTI Cell/ IT Cell/ CM Window/PG Portal/SO Branch		
31	Sh. Rakesh Gupta	Labour Inspector
32	Sh. Narender	Clerk (HBOCWBB)
33	Sh. Piyush	System Analyst
34	Sh. Rajesh Hooda	Draftsman
35	Smt. Harjinder Kaur	Assistant
36	Sh. Parveen	Assistant
37	Smt. Deepika	Senior Scale Stenographer
38	Sh. Rajit Ram	Peon

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:04.05.2020

Pankaj Agarwal, IAS
Labour Commissioner, Haryana

Endst. No. 1024-74

Dated: 4/5/2020

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

1. PS to LC
2. All Officers/officials of H.Q.
3. Office order file.


Monica Malik, IAS
Addl. Labour Commissioner (Admn.)
for Labour Commissioner, Haryana