

## OFFICE ORDER

In continuation of this office order dated 08.05.2020 & 11.05.2020, the roster of duties relating to Group C & D employees are as under:-

### WEEKLY ROSTER OF DUTIES W.E.F. 18.05.2020 to 25.05.2020

Sr. No	Name of the officials	Designation
<b>ALC(A) Staff</b>		
1.	Sh. Rakesh	Senior Scale Stenographer
2.	Sh. Vinay	Peon
<b>JLC Staff</b>		
3.	Sh. Ajay Yadav	Senior Scale Stenographer
4.	Sh. Karnail Singh	Peon
<b>DLC Staff</b>		
5.	Sh. Pritam Jangra	Steno-typist
6.	Sh. Ashok Kumar	Peon (Contract)
<b>Establishment Branch</b>		
7.	Sh. Harbinder Singh	Labour Inspector
8.	Smt. Rajvinder Rani	Assistant
9.	Sh. Ram Mehar	Assistant
10.	Smt. Geeta	Clerk (Contract)
11.	Sh. Deepak	Sweeper
12.	Smt. Tilo Devi	Peon (Contract)
<b>Diary/Dispatch Branch</b>		
13.	Sh. Manish Dahiya	Clerk
14.	Smt. Shweta	Clerk (Contract)
15.	Sh. Varinder	Peon
16.	Sh. Bhupinder	Peon
17.	Sh. Gourav	Peon
<b>Accounts Branch</b>		
18.	Sh. Vineet Sharma	Assistant
19.	Sh. Suraj Mal	Clerk (Contract)
20.	Sh. Jawala Singh	Assistant/Care taker
21.	Sh. Parvinder Kaur	Clerk
22.	Sh. Sushila Devi	Steno-typist
23.	Sh. Ram Avtar	Peon
<b>I.R.-I Branch</b>		
24.	Sh. Surinder Dhull	Assistant
25.	Ms. Monica, Clerk	Clerk
26.	Sh. Ramdass	Clerk
27.	Smt. Shashi Bala	Clerk
28.	Smt. Damyanti Devi	Clerk (Contract)
<b>I.R.-II Branch</b>		
29.	Smt. Geeta Rani	Dy. Supdt.
30.	Sh. Vikas	Statistical Assistant

31.	Smt. Anita Saini	Reader
32.	Sh. Ramesh	Steno-typist
33.	Sh. Gurvinder Singh	Peon
<b>I.R.-III Branch</b>		
34.	Sh. Sanjiv Kumar	Assistant
35.	Sh. Sumit	Steno-typist
36.	Sh. Gurdeep	Clerk (Contract)
37.	Sh. Mahavir	Peon
<b>Factory Wing</b>		
38.	Sh. Parveen	Assistant
39.	Smt. Deepika Bhardwaj	Senior Scale Steno
40.	Sh. Satyawan	Steno-typist
41.	Sh. Rajesh Hooda	Cartographer
42.	Sh. Naresh Malik	Clerk (Contract)
43.	Sh. Rajat Ram	Peon
<b>RTI Cell/ IT Cell/ CM Window/PG Portal/SO Branch</b>		
44.	Sh. Piyush	System Analyst
45.	Sh. Joginder Nain	System Analyst
46.	Sh. Rakesh Gupta	Labour Inspector
47.	Sh. Sarvax	Clerk (RTI Cell)
48.	Sh. Vikram (Grievance Cell)	Clerk (Contract)
49.	Smt. Bindu Saini (SO Branch)	Clerk (Contract)
50.	Sh. Ram Saran	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: 15.05.2020

Monica Malika, IAS  
Addl. Labour Commissioner, Haryana

Endst. No. 7816-67

Dated: 15.05.2020

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.

  
Superintendent (Estt.)  
for Labour Commissioner, Haryana