

OFFICE ORDER

Subject: Preventive measures to contain the spread of COVID-19-reg.

In reference of letter No. DMC-SPO-2020 dated 02.05.2021 of Haryana State Disaster Management Authority in order to break the transmission chain of contagion of COVID-19, it is necessary to ensure social distancing amongst all employees.

Attendance of officers of Group-A & B shall continue to be 100% to attend the office every day. Group C & D employees are required at headquarters 50% to attend the office and the remaining 50% staff shall work from home.

In emergent situations, the competent authority may require the services of such employees at any time. Hence, all such employees working from home will maintain headquarters and be in readiness for deployment at short notice and be available on landline/mobile telephone. No employees shall leave the station without prior permission of the competent authority.

The Duty Roster of Group-C & D officials of H.Q. from 04.05.2021 to 07.05.2021 are placed below:-

Roster from 04.05.2021 to 07.05.2021

Sr. No.	Name & Designation of the employees	04.05.2021	05.05.2021	06.05.2021	07.05.2021
Factory Wing					
1.	Sh. Kapil Dev, Statistical Assistant	duty period	work from home	duty period	work from home
2.	Smt. Harjinder, Assistant	duty period	work from home	duty period	work from home
3.	Sh. Mahesh Kumar, Assistant	work from home	duty period	work from home	duty period
4.	Sh. Parveen, Assistant	work from home	duty period	work from home	duty period
5.	Smt. Deepika, Senior Scale Steno	work from home	duty period	work from home	duty period
6.	Smt. Sushila, JSS	duty period	work from home	duty period	work from home
7.	Smt. Manju, Steno	work from home	duty period	work from home	duty period
8.	Sh. Kuldeep, Steno	duty period	work from home	duty period	work from home
9.	Sh. Vikramjeet Singh, Clerk	duty period	work from home	duty period	work from home
10.	Sh. Pawan, Clerk	duty period	work from home	duty period	work from home
11.	Sh. Naresh, Clerk (Contract)	duty period	work from home	duty period	work from home
12.	Sh. Ashok, Clerk (Contract)	work from home	duty period	work from home	duty period
13.	Smt. Rajni, Data Entry Operator	work from home	duty period	work from home	duty period
14.	Sh. Rajit Ram, Peon	work from home	duty period	work from home	duty period
15.	Sh. Virender, Peon	work from home	duty period	work from home	duty period
16.	Sh. Rajesh, Draftsman	work from home	duty period	work from home	duty period
Labour Wing (I.R.-I Branch)					
1.	Sh. Tejinder Singh, Dy. Supdt.	duty period	work from home	duty period	work from home
2.	Smt. Rooplata, Assistant	duty period	work from home	duty period	work from home
3.	Sh. Raj Singh, Assistant	work from home	duty period	work from home	duty period
4.	Smt. Deepshikha, Clerk	duty period	work from home	duty period	work from home
5.	Smt. Shashi Bala, Clerk	work from home	duty period	work from home	duty period
6.	Sh. Deepak, Clerk	work from home	duty period	work from home	duty period
7.	Sh. Ram Dass, Clerk	duty period	work from home	duty period	work from home
8.	Smt. Damyanti, Clerk (Contract)	work from home	duty period	work from home	duty period

		home		home	
9.	Sh. Ashok, Peon (Contract)	duty period	work from home	duty period	work from home
Labour Wing (I.R.-II Branch)					
1.	Smt. Geeta Rani, Dy. Supdt.	work from home	duty period	work from home	duty period
2.	Smt. Ruchi Rani, Assistant	duty period	work from home	duty period	work from home
3.	Smt. Anita, Reader	work from home	duty period	work from home	duty period
4.	Sh. Ramesh, Junior Scale Steno	duty period	work from home	duty period	work from home
5.	Sh. Vikas, Clerk	work from home	duty period	work from home	duty period
6.	Smt. Rekha Rani, Clerk (Contract)	duty period	work from home	duty period	work from home
7.	Sh. Gurvinder Singh, Peon	work from home	duty period	work from home	duty period
Labour Wing (I.R.-III Branch)					
1.	Sh. Sanjeev, Assistant	work from home	duty period	work from home	duty period
2.	Sh. Sunder Lal, Reader	duty period	work from home	duty period	work from home
3.	Smt. Nisha Rani, Clerk	work from home	duty period	work from home	duty period
4.	Smt. Meena Kumari, Clerk	duty period	work from home	duty period	work from home
5.	Sh. Sandeep, Steno	work from home	duty period	work from home	duty period
Accounts Branch					
1.	Sh. Vineet Kumar, Assistant	work from home	duty period	work from home	duty period
2.	Sh. Jawla Singh, Assistant	duty period	work from home	duty period	work from home
3.	Sh. Satyawar, Steno	work from home	duty period	work from home	duty period
4.	Sh. Pawan, Clerk	duty period	work from home	duty period	work from home
5.	Sh. Hemant, Clerk	work from home	duty period	work from home	duty period
6.	Sh. Birag Dass, Clerk (Contract)	duty period	work from home	duty period	work from home
7.	Sh. Suraj Mal, Clerk (Contract)	work from home	duty period	work from home	duty period
8.	Sh. Raj Kumar, Clerk (Contract)	duty period	work from home	duty period	work from home
9.	Smt. Meenakshi, Data Entry Operator	work from home	duty period	work from home	duty period
10.	Sh. Ram Avtar, Peon	duty period	work from home	duty period	work from home
11.	Sh. Rahul, Peon	work from home	duty period	work from home	duty period
Establishment Branch					
1.	Sh. Lalpreet Singh, Assistant .	work from home	duty period	work from home	duty period
2.	Smt. Sabnam Kumar, Assistant.	duty period	work from home	duty period	work from home
3.	Smt. Rajvinder Rani, Assistant.	work from home	duty period	work from home	duty period
4.	Sh. Rattan, Clerk	duty period	work from home	duty period	work from home
5.	Sh. Sandeep, Steno	duty period	work from home	duty period	work from home
6.	Sh. Sombir, Clerk (Contract)	work from home	duty period	work from home	duty period
7.	Sh. Nitesh, Clerk (Contract)	work from home	duty period	work from home	duty period
8.	Smt. Geeta Rani, Clerk (Contract)	duty period	work from home	duty period	work from home
9.	Smt. Tilo Devi, Peon (Contract)	work from home	duty period	work from home	duty period
10.	Sh. Vikram, Mali.	duty period	work from home	duty period	work from home
Diary & Despatch Cell					
1.	Sh. Manish Dahiya, Clerk	duty period	work from home	duty period	work from home
2.	Sh. Goutam, Clerk (Contract)	work from home	duty period	work from home	duty period
3.	Smt. Shweta, Clerk (Contract)	duty period	work from	duty period	work from

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			home		home
4.	Miss Monica, Clerk (Contract)	work from home	duty period	work from home	duty period
5.	Sh. Sarvjeet, Peon	duty period	work from home	duty period	work from home
6.	Sh. Manjeet, Peon (Contract)	work from home	duty period	work from home	duty period
7.	Sh. Abhishek, Peon (Contract)	duty period	work from home	duty period	work from home
I.T. Cell					
1.	Sh. Joginder Nain, System Analyst (Contract)	work from home	duty period	work from home	duty period
2.	Sh. Piyush, System Analyst (Contract).	duty period	work from home	duty period	work from home
3.	Smt. Jyoti, Data Entry Operator.	work from home	duty period	work from home	duty period
4.	Ms. Shivani, Data Entry Operator	duty period	work from home	duty period	work from home
5.	Sh. Bhupender, Peon	work from home	duty period	work from home	duty period
Statistical Branch					
1.	Sh. Kapil Dev, Statistical Assistant	work from home	duty period	work from home	duty period
2.	Smt Pushpa Devi, Statistical Assistant	duty period	work from home	duty period	work from home
3.	Sh. Vikas, Statistical Assistant	work from home	duty period	work from home	duty period
4.	Sh. Hemant, Clerk	duty period	work from home	duty period	work from home
5.	Ms. Monica, Clerk	work from home	duty period	work from home	duty period
6.	Smt. Bindu, Clerk (Contract)	duty period	work from home	duty period	work from home
RTI Cell/Grivence Cell/Legal Cell.					
1.	Smt. Poonam, Assistant	work from home	duty period	work from home	duty period
2.	Sh. Sarvax, Clerk	duty period	work from home	duty period	work from home
3.	Sh. Vikram, Clerk (Contract)	work from home	duty period	work from home	duty period
4.	Sh. Rakesh Gupta, Office Assistant	duty period	work from home	duty period	work from home
5.	Sh. Narinder Kumar, Clerk	work from home	duty period	work from home	duty period
6.	Sh. Navdeep, Clerk (Contract)	duty period	work from home	duty period	work from home

Dated: 03.05.2021

Pankaj Agarwal
Labour Commissioner, Haryana

Endst. No. Estt. 9710-9793

Dated: 03.05.2021

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

1. P.S. to L.C.
2. Additional Director, IS & H HQ.
3. Joint Director, IS & H HQ
4. Joint Labour Commissioner H.Q.
5. Deputy Director, IS & H
6. Deputy Labour Commissioner, H.Q.
7. Assistant Director, IS & H & AD IS & H (Chemical) IT Cell
8. Assistant Labour Commissioner HQ
9. All Deputy Superintendents of H.Q.
10. All officials posted at H.Q.
11. Office order file.

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Addl. Labour Commissioner (Admn.)
For: Labour Commissioner, Haryana