

**OFFICE ORDER**

In continuation of earlier office order No. 9710-9793 dated 03.05.2021, the roster of duties relating to officers/ officials of headquarters are placed below:-

1. Attendance of Officers of Group-A & B shall continue to be 100% to attend the office every day.
2. The weekly duty roster of Group-C and D employees of headquarter from 10.05.2021 to 13.05.2021 are placed below:-

Sr. No.	Name & Designation of the employees	10.05.2021	11.05.2021	12.05.2021	13.05.2021
<b>Factory Wing.</b>					
1.	Smt. Harjinder, Assistant	duty period	work from home	duty period	work from home
2.	Sh. Mahesh Kumar, Assistant	work from home	duty period	work from home	duty period
3.	Sh. Parveen, Assistant	work from home	duty period	work from home	duty period
4.	Smt. Deepika, Senior Scale Steno	work from home	duty period	work from home	duty period
5.	Sh. Rajesh, Draftsman	work from home	duty period	work from home	duty period
6.	Smt. Sushila, Junior Scale Steno	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	duty period	work from home	duty period	work from home
<b>Labour Wing (I.R.-I Branch).</b>					
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.	Sh. Sumit, Steno	duty period	work from home	duty period	work from home
9.	Smt. Damyanti, Clerk (Contract)	work from home	duty period	work from home	duty period
10.	Sh. Ashok, Peon (Contract)	duty period	work from home	duty period	work from home
<b>Labour Wing (I.R.-II Branch).</b>					
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

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Sr. No.	Name & Designation of the employees	10.05.2021	11.05.2021	12.05.2021	13.05.2021
<b>Labour Wing (I.R.-III Branch)</b>					
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
<b>Accounts Branch.</b>					
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. Satyawan, 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	work from home	duty period	work from home	duty period
11.	Sh. Rahul, Peon	duty period	work from home	duty period	work from home
<b>Establishment Branch.</b>					
1.	Sh. Harbinder Singh, L.I	<b>Home Quarantine</b>			
2.	Sh. Lalpreet Singh, Assistant.	<b>Home Quarantine</b>			
3.	Smt. Sabnam Kumar, Assistant.	duty period	duty period	duty period	duty period
4.	Smt. Rajvinder Rani, Assistant.	duty period	duty period	duty period	duty period
5.	Sh. Rattan, Clerk	duty period	work from home	duty period	work from home
6.	Sh. Sandeep, Steno	<b>Home Quarantine</b>			
7.	Sh. Sombir, 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.	Sh. Nitesh, Clerk (Contract)	work from home	duty period	work from home	duty period
10.	Smt. Tilo Devi, Peon (Contract)	duty period	work from home	duty period	work from home
11.	Sh. Vikram, Mali.	work from home	duty period	work from home	duty period
<b>Diary &amp; Dispatch Cell.</b>					
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 home	duty period	work from 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
8.	Sh. Mahavir, Peon	work from home	duty period	work from home	duty period
<b>I.T. Cell.</b>					
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

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Sr. No.	Name & Designation of the employees	10.05.2021	11.05.2021	12.05.2021	13.05.2021
<b>Statistical Branch.</b>					
1.	Sh. Kapil Dev, Statistical Assistant	duty period	work from home	duty period	work from home
2.	Smt Pushpa Devi, Statistical Assistant	work from home	duty period	work from home	duty period
3.	Sh. Vikas, Statistical Assistant	duty period	work from home	duty period	work from home
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
<b>RTI Cell/Grivence Cell/Legal Cell.</b>					
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
7.	Smt. Anjali, Data Entry Operator	duty period	work from home	duty period	work from home
8.	Sh. Manish, Peon (Contract)	work from home	duty period	work from home	duty period
9.	Sh. Karnail, Peon	duty period	work from home	duty period	work from home

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. 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.

2. No officers/officials shall leave the station without prior permission of the competently authority.

Dated: 10.05.2021

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

Endst. No. Estt. 10632-10792

Dated: 10-05-2021

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

1. PS to W/Labour Commissioner, Haryana.
2. SSS/Addl. Labour Commissioner (Admn.)
3. Additional Director (IS&H), Headquarter.
4. Joint Director (IS&H), Headquarters.
5. Joint Labour Commissioner, Headquarters.
6. Deputy Labour Commissioner, Headquarters.
7. Accounts Officer, headquarters.
8. Deputy District Attorney, headquarters.
9. Assistant Director (IS&H), Headquarters.
10. Assistant Director (IS&H) (Chemical) being IT (In-charge).
11. Assistant Labour Commissioner, Headquarters.
12. Assistant District Attorney, headquarters.
13. Superintendent, Headquarters.
14. All Deputy Superintendent, Headquarters.
15. All officials posted at headquarters
16. Office order file.

  
Superintendent (Estt.)  
for Labour Commissioner, Haryana