

**OFFICE ORDER**

In continuation of earlier office order No. 10632-10722 dated 10.05.2021, 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 17.05.2021 to 21.05.2021 are placed below:-

Sr. No.	Name & Designation of the employees	17.05.2021	18.05.2021	19.05.2021	20.05.2021	21.05.2021
<b>Factory Wing</b>						
1.	Smt. Harjinder, Assistant	duty period	work from home	duty period	work from home	duty period
2.	Sh. Mahesh Kumar, Assistant	work from home	duty period	work from home	duty period	work from home
3.	Sh. Parveen, Assistant	work from home	duty period	work from home	duty period	work from home
4.	Smt. Deepika, Senior Scale Steno.	work from home	duty period	work from home	duty period	work from home
5.	Sh. Rajesh, Draftsman	work from home	duty period	work from home	duty period	work from home
6.	Smt. Sushila, Junior Scale Steno	duty period	work from home	duty period	work from home	duty period
7.	Smt. Manju, Steno	work from home	duty period	work from home	duty period	work from home
8.	Sh. Kuldeep, Steno	duty period	work from home	duty period	work from home	duty period
9.	Sh. Vikramjeet Singh, Clerk	duty period	work from home	duty period	work from home	duty period
10.	Sh. Pawan, Clerk	duty period	work from home	duty period	work from home	duty period
11.	Sh. Naresh, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period
12.	Sh. Ashok, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home
13.	Smt. Rajni, Data Entry Operator	work from home	duty period	work from home	duty period	work from home
14.	Sh. Rajit Ram, Peon	work from home	duty period	work from home	duty period	work from home
15.	Sh. Virender, Peon	duty period	work from home	duty period	work from home	duty period
<b>Labour Wing (I.R.-I Branch).</b>						
1.	Sh. Tejinder Singh, Dy. Supdt.	duty period	work from home	duty period	work from home	duty period
2.	Smt. Rooplata, Assistant	duty period	work from home	duty period	work from home	duty period
3.	Sh. Raj Singh, Assistant	work from home	duty period	work from home	duty period	work from home
4.	Smt. Deepshikha, Clerk	duty period	work from home	duty period	work from home	duty period
5.	Smt. Shashi Bala, Clerk	work from home	duty period	work from home	duty period	work from home
6.	Sh. Deepak, Clerk	work from home	duty period	work from home	duty period	work from home
7.	Sh. Ram Dass, Clerk	duty period	work from home	duty period	work from home	duty period
8.	Sh. Sumit, Steno	duty period	work from home	duty period	work from home	duty period
9.	Smt. Damyanti, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home
10.	Sh. Ashok, Peon (Contract)	duty period	work from home	duty period	work from home	duty period
<b>Labour Wing (I.R.-II Branch).</b>						
1.	Smt. Geeta Rani, Dy. Supdt.	work from home	duty period	work from home	duty period	work from home
2.	Smt. Ruchi Rani, Assistant.	duty period	work from home	duty period	work from home	duty period
3.	Smt. Anita, Reader	work from home	duty period	work from home	duty period	work from home
4.	Sh. Ramesh, Junior Scale Steno	duty period	work from home	duty period	work from home	duty period
5.	Sh. Vikas, Clerk	work from home	duty period	work from home	duty period	work from home
6.	Smt. Rekha Rani, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period
7.	Sh. Gurvinder Singh, Peon	work from home	duty period	work from home	duty period	work from home

*Roath*

Sr. No.	Name & Designation of the employees	17.05.2021	18.05.2021	19.05.2021	20.05.2021	21.05.2021	
<b>Labour Wing (I.R.-III Branch)</b>							
1.	Sh. Sanjeev, Assistant	work from home	duty period	work from home	duty period	work from home	
2.	Sh. Sunder Lal, Reader	duty period	work from home	duty period	work from home	duty period	
3.	Smt. Nisha Rani, Clerk	work from home	duty period	work from home	duty period	work from home	
4.	Smt. Meena Kumari, Clerk	duty period	work from home	duty period	work from home	duty period	
5.	Sh. Sandeep, Steno	work from home	duty period	work from home	duty period	work from home	
<b>Accounts Branch.</b>							
1.	Sh. Vineet Kumar, Assistant	work from home	duty period	work from home	duty period	work from home	
2.	Sh. Jawa Singh, Assistant	duty period	work from home	duty period	work from home	duty period	
3.	Sh. Satyawar, Steno	work from home	duty period	work from home	duty period	work from home	
4.	Sh. Pawan, Clerk	duty period	work from home	duty period	work from home	duty period	
5.	Sh. Hemant, Clerk	work from home	duty period	work from home	duty period	work from home	
6.	Sh. Birag Dass, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period	
7.	Sh. Suraj Mal, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home	
8.	Sh. Raj Kumar, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period	
9.	Smt. Meenakshi, Data Entry Operator	work from home	duty period	work from home	duty period	work from home	
10.	Sh. Ram Avtar, Peon	work from home	duty period	work from home	duty period	work from home	
11.	Sh. Rahul, Peon	duty period	work from home	duty period	work from home	duty period	
<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	duty period	
4.	Smt. Rajvinder Rani Assistant.	duty period	duty period	duty period	duty period	duty period	
5.	Sh. Rattan, Clerk	duty period	work from home	duty period	work from home	duty period	
6.	Sh. Sandeep, Steno	<b>Home Quarantine</b>					
7.	Sh. Sombir, Clerk (Contract)	work from home.	duty period	work from home	duty period	work from home.	
8.	Smt. Geeta Rani, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period	
9.	Sh. Nitesh, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home	
10.	Smt. Tilo Devi, Peon (Contract)	duty period	work from home	duty period	work from home	duty period	
11.	Sh. Vikram, Mali.	work from home	duty period	work from home	duty period	work from home	
<b>Diary &amp; Dispatch Cell.</b>							
1.	Sh. Manish Dahiya, Clerk	duty period	work from home	duty period	work from home	duty period	
2.	Sh. Goutam, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home	
3.	Smt. Shweta, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period	
4.	Miss Monica, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home	
5.	Sh. Sarveer, Peon	duty period	work from home	duty period	work from home	duty period	
6.	Sh. Manjeet, Peon (Contract)	work from home	duty period	work from home	duty period	work from home	
7.	Sh. Abhishek, Peon (Contract)	duty period	work from home	duty period	work from home	duty period	
8.	Sh. Mahavir, Peon	work from home	duty period	work from home	duty period	work from home	
<b>I.T. Cell.</b>							
1.	Sh. Joginder Nain, System Analyst (Contract)	work from home	duty period	work from home	duty period	work from home	
2.	Sh. Piyush, System Analyst (Contract).	duty period	work from home	duty period	work from home	duty period	

*Both*

3.	Smt. Jyoti, Data Entry Operator.	work from home	duty period	work from home	duty period	work from home
4.	Ms. Shivani, Data Entry Operator	duty period	work from home	duty period	work from home	duty period
5.	Sh. Bhupender, Peon	work from home	duty period	work from home	duty period	work from home
<b>Statistical Branch.</b>						
1.	Sh. Kapil Dev, Statistical Assistant	duty period	work from home	duty period	work from home	duty period
2.	Smt. Pushpa Devi, Statistical Assistant	work from home	duty period	work from home	duty period	work from home
3.	Sh. Vikas, Statistical Assistant	duty period	work from home	duty period	work from home	duty period
4.	Sh. Hemant, Clerk	duty period	work from home	duty period	work from home	duty period
5.	Ms. Monica, Clerk	work from home	duty period	work from home	duty period	work from home
6.	Smt. Bindu, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period
<b>RTI Cell/Grivence Cell/Legal Cell.</b>						
1.	Smt. Poonam, Assistant	work from home	duty period	work from home	duty period	work from home
2.	Sh. Sarvax, Clerk	duty period	work from home	duty period	work from home	duty period
3.	Sh. Vikram, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home
4.	Sh. Rakesh Gupta, Office Assistant	duty period	work from home	duty period	work from home	duty period
5.	Sh. Narinder Kumar, Clerk	work from home	duty period	work from home	duty period	work from home
6.	Sh. Navdeep, Clerk (Contract)	duty period	work from home	duty period	work from home	duty period
7.	Smt. Anjali, Data Entry Operator	duty period	work from home	duty period	work from home	duty period
8.	Sh. Manish, Peon (Contract)	work from home	duty period	work from home	duty period	work from home
9.	Sh. Karnail, Peon	duty period	work from home	duty period	work from home	duty period

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: 17.05.2021

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

Endst. No. Estt. 11020-1110

Dated: 17-05-2021

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