

**OFFICE ORDER**

In continuation of earlier office order No. 11316-406 dated 24.05.2021, 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 31.05.2021 to 04.06.2021 are placed below:-

Sr. No.	Name & Designation of the employees	31.05.2021	01.06.2021	02.06.2021	03.06.2021	04.06.2021
<b>Factory Wing</b>						
1.	Smt. Harjinder, Assistant	duty period				
2.	Sh. Mahesh Kumar, Assistant	duty period				
3.	Sh. Parveen, Assistant	duty period				
4.	Smt. Deepika, Senior Scale Steno.	duty period				
5.	Sh. Rajesh, Draftsman					
6.	Smt. Sushila, Junior Scale Steno	duty period	work from home	duty period	work from home	duty period
7.	Smt. Manju, Steno	duty period				
8.	Sh. Kuldeep, Steno	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				
2.	Smt. Rooplata, Assistant	duty period				
3.	Sh. Raj Singh, Assistant	duty period				
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				
<b>Labour Wing (I.R.-II Branch).</b>						
1.	Smt. Geeta Rani, Dy. Supdt.	duty period				
2.	Smt. Ruchi Rani, Assistant.	duty period				
3.	Smt. Anita, Reader	duty period				
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	duty period				

*Path*

Sr. No.	Name & Designation of the employees	31.05.2021	01.06.2021	02.06.2021	03.06.2021	04.06.2021
<b>Labour Wing (I.R.-III Branch)</b>						
1.	Sh. Sanjeev, Assistant	duty period				
2.	Sh. Sunder Lal, Reader	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	<b>Home Quarantine</b>				
2.	Sh. Jawla Singh, Assistant	duty period				
3.	Sh. Satyawan, Steno	duty period				
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				
7.	Sh. Suraj Mal, Clerk (Contract)	duty period				
8.	Sh. Raj Kumar, Clerk (Contract)	duty period				
9.	Smt. Meenakshi, Data Entry Operator	duty period	work from home	duty period	work from home	duty period
10.	Sh. Ram Avtar, Peon	duty period				
11.	Sh. Rahul, Peon	duty period				
<b>Establishment Branch.</b>						
1.	Sh. Harbinder Singh, L.I	duty period				
2.	Sh. Lalpreet Singh, Assistant.	duty period				
3.	Smt. Sabnam Kumar, Assistant.	duty period				
4.	Smt. Rajvinder Rani Assistant.	duty period				
5.	Sh. Rattan, Clerk	duty period	work from home	duty period	work from home	duty period
6.	Sh. Sandeep, Steno	work from home	duty period	work from home	duty period	work from home
7.	Sh. Sombir, Clerk (Contract)	duty period	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	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)	work from home	duty period	work from home	duty period	work from home
11.	Sh. Vikram, Mali.	duty period	work from home	duty period	work from home	duty period
<b>Diary &amp; Dispatch Cell.</b>						
1.	Sh. Manish Dahiya, Clerk	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	duty period	duty period	duty period	duty period
4.	Miss Monica, Clerk (Contract)	work from home	duty period	work from home	duty period	work from home
5.	Sh. Sarvjeet, Peon	duty period	duty period	work from home	duty period	duty period
6.	Sh. Manjeet, Peon (Contract)	work from home	duty period	duty period	work from home	duty period
7.	Sh. Abhishek, Peon (Contract)	work from home	work from home	duty period	duty period	work from home
8.	Sh. Mahavir, Peon	duty period				
<b>I.T. Cell.</b>						
1.	Sh. Joginder Nain, System Analyst (Contract)	duty period				
2.	Sh. Piyush, System Analyst (Contract).	duty period				
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	duty period				

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Statistical Branch.						
1.	Sh. Kapil Dev, Statistical Assistant	duty period				
2.	Smt Pushpa Devi, Statistical Assistant	duty period				
3.	Sh. Vikas, Statistical Assistant	duty period				
4.	Sh. Hemant, Clerk	duty period	duty period	duty period	duty period	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
RTI Cell/Grievance Cell/Legal Cell.						
1.	Smt. Poonam, Assistant	duty period				
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				
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				
8.	Sh. Manish, Peon (Contract)	duty period				
9.	Sh. Karnail, Peon	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: 31.05.2021

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

Endst. No. Estt. 11779-868

Dated: 31/05/2021

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