

_____ Section
_____ Office
_____ Place

Weekly Roster of Duty

(As per instructions vide DoPT's letter No. 11013/9/2014-Estt.(A-III) dated 19.03.2020)

Week from 23-03-2020 to 27-03-2020

Day	Duty Period	Team *	Name & Designation of Staff
23-03-2020 Monday to 27-03-2020 Friday	9 AM to 5.30 PM	A-1	1. 2.
	9.30 AM to 6 PM	A-2	1. 2.
	10AM to 6.30PM	A-3	1. 2.
	Work from Home	B	1. 2.

Week from 30-03-2020 to 03-04-2020

Day	Duty Period	Team*	Name & Designation of Staff
30-03-2020 Monday to 03-04-2020 Friday	9 AM to 5.30 PM	B-1	1. 2.
	9.30 AM to 6 PM	B-2	1. 2.
	10AM to 6.30PM	B-3	1. 2.
	Work from Home	A	1. 2.

* Refer para 1 (i) & (ii) of DoPT OM No. 11013/ 9/ 2014-Estt (A-III) dated 19.03.2020

Instructions:

1. The officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
2. These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.