

**Government of India
Central Water Commission
Establishment VI Section**

**324 (S), 3rd Floor, Sewa Bhawan
R.K. Puram Sec-1, Delhi-66
Dated 27.11.2020**

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID 19-regarding

In compliance to the DoPT OM No. 11013/9/2014-Estt(A-III) dated 19.03.2020 and in continuation of earlier O.M.s of even number dated 5.6.2020, 31.07.2020 and 31.08.2020, it has been decided that following roster will be applicable for all officials of Establishment V & Establishment VI w.e.f. 01.12.2020:-

S.No.	Section	Names (Sh./Smt.)	Remarks
1	Establishment V	Mini Polson, ASO Jatin Sahu, ASO Y. I . Singh, ASO	All working days with odd date
2	Establishment VI	Uma Devi Ranga, SO Saurav Patwal, JE	All working days with odd date
3	Establishment IX	Jyotsna Kapoor, SO Pankaj Kr. Thakur, ASO Rajesh Singh, MTS	All working days with odd date
4	Establishment V	Vandana Kalra, SO Lalita Bisth, SSO Jeetendra, MTS	All working days with even date
5	Establishment VI	Rekha Sah, ASO Ashish Kumar, JC Harbir Singh, MTS	All working days with even date
6	Establishment IX	K. Sudhakar Rao, P.S. Anand Ranjan Kr, ASO Devendra Singh, MTS	All working days with even date

- The other officers who will work from home on particular day as per the above duty roster should be available on telephone and electronic means of communication at all time and should attend office if warranted for any exigency of work.
- All the staff not coming accordingly to the roster will be treated as on earned leave.
- This issues with the approval of the competent Authority.

**(Ratnakar Yadav)
Under Secretary**

Copy for information to:-

- 1. PPS to CE (HRM), CWC, Sewa Bhawan, R.K. Puram, New Delhi.**
- 2. Section Officer, Establishment V, CWC, Sewa Bhawan, R.K. Puram, New Delhi (circulate to all staff).**
- 3. Section Officer, Establishment VI, CWC, Sewa Bhawan, R.K. Puram, New Delhi (circulate to all staff).**
- 4. Section Officer, Establishment IX, CWC, Sewa Bhawan, R.K. Puram, New Delhi (circulate to all staff).**