



साहित्य अकादेमी  
Sahitya Akademi

SA.50A/COVID 19/ 6454

14.10.2020

CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID-19-reg.

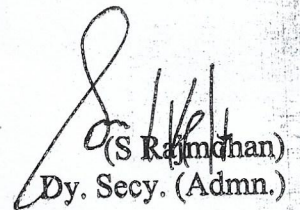
This is in continuation of Akademi's circulars of even number dated: 21.04.2020, 15.05.2020, 19.05.2020, 20.05.2020, 02.06.2020, 30.06.2020, 31.07.2020, 31.08.2020, 04.09.2020 and 30.09.2020. The offices of the Sahitya Akademi are working in line with latest guidelines of the Government of India issued from time to time. Now as per latest guidelines, there would be two staggered timings one from 9.00am to 5.30pm and the other 10am to 6.30pm to avoid over-crowding.

As some staff members have submitted applications mentioning their difficulty to attend office at 9am in the morning besides others are also not maintaining staggered timings i.e. 9am-5.30pm and 9.30am-6pm. Accordingly, it has been decided that Akademi may follow normal office timing 9.30am-6pm while *strictly ensuring that social distancing is maintained under all circumstances.*

This issue with approval of the competent authority.

सख्ती से सुनिश्चित करे कि सामाजिक दूरी हर परिस्थिति में बनाए रखी जाये

**Strictly Ensuring that Social Distancing is Maintained  
under ALL Circumstances**

  
(S. Ramdhan)  
Dy. Secy. (Admn.)

To All Concerned above

Notice Board at Head Office/Sales Section & All Regional Offices  
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