



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3418

Dated: 04.09.2020

CIRCULAR

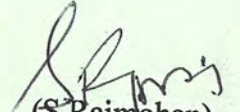
Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID-19-reg.

As per latest orders of the Government of India all activities have been permitted under **Unlock 4** outside containment zones. The lockdown continues only in **CONTNMENT ZONES**. Accordingly, all the offices of the Sahitya Akademi shall work in full strength w. e. f. 07th September 2020 as per staggering hours mentioned in the circular dated: 31.08.2020 as under:

- i. 09.00am to 05.30pm
- ii. 09.30am to 06.00pm
- iii. 10.00pm to 06.30pm

All the staff is required to follow the guidelines of the Government of India issued from time to time while in the public place.

The circular is for strict compliance by all the officers and officials.


(S Rajmohan)
Dy. Secy. (Admn.)

Head Office – Notice Board	Ground Floor/II Floor/III Floor/Sales Section
Copy to:	Deputy Secretary (Accounts)
	Editor (Hindi)
	Deputy Secretary (Publication)
	Assistant Editor (UPS)/(JKV)/(AKS)
	Programme Officer (MNG)/(MB)/(KKT)
	Assistant Librarian (BS)/(JK)
Copy for placing on the website of Sahitya Akademi	



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Sahitya Akademi

SA.50A/COVID 19/ 3420

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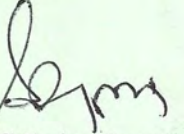
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Dy. Secy. (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Bengaluru



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3419

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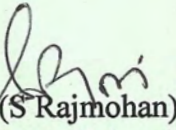
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(S Rajmohan)
Dy. Secy. (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Mumbai



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3421

Dated: 04.09.2020

CIRCULAR

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

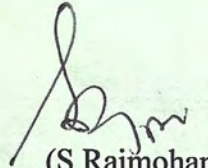
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The direction of the State Government with regard to lockdown on 07, 11 & 12 September 2020 shall be followed and the ROK shall remain close on these dates.

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(S Rajmohan)
Dy. Secy. (Admn.)

Regional Secretary/Officer in charge
Regional Office
Sahitya Akademi
Kolkata



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3422

Dated: 04.09.2020

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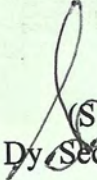
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(S. Rajmohan)
Dy. Secy. (Admn.)

Officer in charge
Sub-Office
Sahitya Akademi
Chennai