



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3418

Dated: 04.09.2020

CIRCULAR

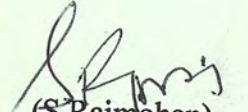
Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID-19-reg.

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)
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साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3420

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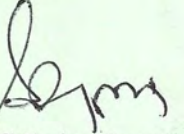
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(S Rajmohan)
Dy. Secy. (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Bengaluru



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3419

Dated: 04.09.2020

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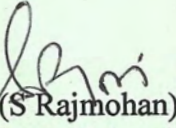
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(S Rajmohan)
Dy. Secy. (Admn.)

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.

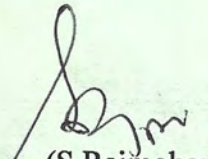
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The direction of the State Government with regard to lockdown on 07, 11 & 12 September 2020 shall be followed and the ROK shall remain close on these dates.

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.)

Regional Secretary/Officer in charge
Regional Office
Sahitya Akademi
Kolkata



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 3422

Dated: 04.09.2020

CIRCULAR

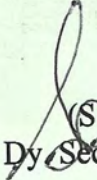
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(S. Rajmohan)
Dy. Secy. (Admn.)

Officer in charge
Sub-Office
Sahitya Akademi
Chennai



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. Further, as per continued guidelines of the Government of India that 50% of officers and staff attend office on every alternative day and the remaining staff shall work from home. The officials who are working from home on a particular day as per the roster drawn should keep a close liaison with their sectional heads or in-charge and also will be available on telephone and electronic means of communication at all times.

01, 03, 07, 11, 15, 17, 21, 23, 25 & 29 SEPTEMBER 2020						
9AM TO 5.30PM		9.30AM TO 6PM			10AM TO 6.30PM	
Administration & Establishment						
1	Sri M.A. Joseph	SC (T)	Smt. Arun Bala Chopra	OS	Sri Shiv Kumar	Steno I
2	Sri Ramvriksh Ram	MTS	Sri D N Roy	SC	Sri Ved Prakash	SC
3	Sri Mohan Singh	SCD	Sri Rahul Negi	MTS	Sri Rajesh Kumar	Messenger
4	Sri Suresh Kumar	MTS	Sri Budhiram	MTS	Smt. Durga Devi	MTS
5	Sri Rishikesh Sharma	MTS	Sri Bharat Sharma	MTS	-	-
Accounts Section						
7	Sri H S Kandari	Steno I	Sri Ranjay Kumar	JC	Sri Subrata Paul	AA
Publication/Indian Literature/Samkaleen Bharaiya Sahitya/Awards						
8	Dr. Shanmukhanand	PA	Sri Sanjay Gupta	Steno-I	Sri Musa Ansari	PA
9	Sri Pritam Singh	Steno-II	Smt. Renu Sachadeva	Steno I	Sri Madan Singh	Steno I
10	Smt. Laxmi Kumar Bhagat	Sub Editor	Smt. Sunita Ahuja	Steno I	-	-
31	Sri J K Verma	AE	Smt. Manjeet Bhatia	PO	Sri U Paner Selvan	AE
32	Sri K K Tripathi	PO	Ms. Mrig Nayani Gupta	PO	Sri Ajay Kumar Sharma	AE
Library						
11	Sri Jithendra Kumar	AL	Sri Ashok Choudhary	SLIA	Sri Biswajit Sinha	AL
	Sri Subhra Das	LA	Smt. Renu Pruthi	SLIA	Sri Barun Jyoti	SLIA
12	-	-	Sri R D Bhatt	MTS	Sri Kaushlander Rant	MTS

02, 04, 08, 10, 14, 16, 18, 22, 24, 28 & 30 SEPTEMBER 2020						
9AM TO 5.30PM		9.30AM TO 6PM			10AM TO 6.30PM	
Administration & Establishment						
13	Smt. Mohana Laxmi D	RCTO	Sri Rakesh Kumar Verma	AO	Sri Mukesh Kumar	EA
14	Sri Vijay Singh	JC	Sri Pankaj Seth	Steno II	Sri Bhaarat Chug	Steno II
15	Sri Virendra Raut	JC	Sri Ved Prakash	SC	Ms. Payal Vohra	JC
16	Sri Shambhu Dayal	MTS	Sri Mohan Singh	SCD	Sri Deepak Choudhary	VD
17	Sri Praveen Kumar	MTS	Sri Anand Singh	MTS	Sri Shyam	MTS
18	Sri Raju Sharma	MTS	Sri Krishan Gopal	MTS	Sri Hausila Prasad	MTS
Accounts Section						
19	Sri Kuldeep Chandra	SC	Sri Ghanshyam Sharma	Sr. Acctt.	Sri Bipin Chand Pandey	Cashier
20	Sri Amit Kumar	JC	Sri Rajat Gupta	MTS		



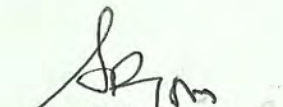
02, 04, 08, 10, 14, 16, 18, 22, 24, 28 & 30 SEPTEMBER 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
Publication/Indian Literature/Samkaleen Bharaiya Sahitya/Awards						
21	Sri Neeraj Kumar	PA	Sri Prameshwaran V	PA	Sri Bipin Bibari	PRGA
22	Sri Nishant	Translator	Sri Ajay Singh Meena	Steno II	Smt. Sapna Kumar	Steno II
23	Smt. Upasana Tripathi	PA	Sri Vivek Kumar	Steno II	Ms. Sunanda Rahi	JC
31	Sri U Paneer Selvan	AE	Smt. Manjeet Bhatia	PO	Sri J K Verma	AE
32	Ms. Mrig Nayani Gupta	PO	Sri K K Tripathi	PO	Sri Ajay Kumar Sharma	AE
Library						
24	Sri Biswajit Sinha	AL	Sri Satish Kumar Arya	SLIA	Sri Jithendra Kumar	AL
25	Smt. Sunita Jain	SLIA	Sri Rajesh Kumar	BA	Sri Tajbar Singh	MTS
	Sri Bal Chand	MTS	-	-	-	-

SALES SECTION						
01, 03, 07, 11, 15, 17, 21, 23, 25 & 29 SEPTEMBER 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
26	Sri Naveen Kumar	Sales Manager	Sri S.S. Kardam	AA	Sri Harinder Singh	SC
27	Sri Duvar Singh	MTS	Sri Prakash Chand Joshi	MTS	Sri Ravinder Kumar	MTS
02, 04, 08, 10, 14, 16, 18, 22, 24, 28 & 30 SEPTEMBER 2020						
28	Smt. Neelam Rajput	PS to President	Sri Yogesh Kumar	SK	Sri Nand Lal	JC
29	Sri Dharminendra Singh	JC	Sri Niranjana Prasad	MTS	Sri Lalit Dangi	MTS
30	Sri Anup Kumar	MTS	-	-	-	-

However, all the Deputy Secretary level officers and the sectional heads shall attend the office during normal working hours on all working days. The officers and officials on leave i.e. not working from home shall avail leave available/standing to their credit. The contractual staff shall attend office on all working days. Further, it is also mentioned that as per latest orders of the Government of India, the lockdown continues only in **CONTAINMENT ZONES** and all activities have been permitted outside containment zones under Unlock 4.

Further, it is mentioned that Head Office of the Akademi shall work in full strength during normal working hours immediately once the DMRC services are restored.

The circular is for strict compliance by all the officers and officials as per dates and timings mentioned herein above.


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

To All Concerned above

Head Office – Notice Board	Ground Floor/II Floor/III Floor/Sales Section
Copy to:	Deputy Secretary (Accounts)
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	Assistant Librarian (BS)/(JK)
	Regional Secretary, ROM/ROK/ROB
Officer-in-charge, ROK/Chennai Office	
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