



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 both dated: 21.04.2020 and 15.05.2020. Further, as per latest guidelines dated: 18.05.2020 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. However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days.

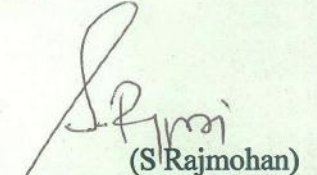
18, 20, 22, 26, 28 MAY 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
1	Sri Rakesh Kumar Verma	AO	Sri Mukesh Kumar	EA	Smt. Mohana Laxmi D	RCTO
2	Sri Shiv Kumar	Steno I	Sri Prem Prakash	SC	Sri Ved Prakash	JSK
3	Sri M.A. Joseph	SC (T)	Sri Virendra Raut	JC	Sri Mohan Singh	SCD
4	Sri Deepak Choudhary	VD	Sri Anand Singh	MTS	Sri Shyam	MTS
5	Sri Shambhu Dayal	MTS	Sri Hausila Prasad	MTS	Sri Krishan Gopal	MTS
6	Sri Raju Sharma	MTS	Sri Praveen Kumar	MTS	Sri Pankaj Seth	Steno II
7	Ms. Payal Vohra	JC	Ms. Mrig Nayani Gupta	PO	Sri K K Tripathi	PO
8	Smt. Upasana Tripathi	PA	Sri Vivek Kumar	Steno II	Sri Bipin Bihari	PRGA
9	Sri H S Kandari	Steno I	Sri U Paneer Selvan	AE	Smt. Manjeet Bhatia	PO
10	Sri J K Verma	AE	Sri Ajay Kumar Sharma	AE	Sri Neeraj Kumar	PA
11	Sri Prameshwaran V	PA	Sri Nishant	Translator	Sri Madan Singh	Steno I
12	Smt. Sapna Kumar	Steno II	Sri Biswajit Sinha	AL	Smt. Sunita Jain	SLIA
13	Sri Ashok Choudhary	SLIA	Sri Satish Kumar Arya	SLIA	Sri Rajesh Kumar	BA
14	Sri Bal Chand	MTS	Sri Ghanshyam Sharma	Sr. Acctt	Sri Bipin Chand Pandey	Cashier
15	Sri Kuldeep Chandra	SC	Sri Amit Kumar	JC	Smt. Gouri Mishra	WD
16	Ms. Divya Dangi	DEO	Sri Avdhesh Kumar	DEO	Smt. Durga Devi	MTS
17	Sri Vikas Sood	MTS	Sri Nishant Aneja	Asstt.	Sri Aman Kocher	AC
18	Sri Jithendra Kumar	AL	Sri Rajat Gupta	MTS		

19, 21, 27, 29 MAY 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
1	Smt. Arun Bala Chopra	OS	Sri Shiv Kumar	Steno I	Smt. Kavita Rautela,	JC
2	Sri D N Roy	SC	Sri Ved Prakash	JSK	Sri Vijay Singh	JC
3	Sri Mohan Singh	SCD	Sri Rajesh Kumar	Messenger	Sri Suresh Kumar	MTS
4	Sri Budhiram	MTS	Smt. Durga Devi	MTS	Sri Rishikesh Sharma	MTS
5	Sri Rahul Negi	MTS	Sri Ramvriksh Ram	MTS	Sri Pritam Singh	Steno II
6	Sri Yogesh Kumar	PRGA	Sri Musa Ansari	PA	Dr. Shanmukhanand	PA
7	Smt. Laxmi Kumar Bhagat	SE	Smt. Renu Sachadeva	Steno I	Sri Ajay Singh Meena	Steno II
8	Sri Jithendra Kumar	AL	Smt. Renu Pruthi	SLIA	Sri Barun Jyoti	SLIA
9	Sri Subhra Das	LA	Sri R.D. Bhatt	MTS	Sri Kaushlander Raut	MTS
10	Sri Sanjay Gupta	Steno I	Sri Subrata Paul	AA	Sri Ranjay Kumar	JC
11	Sri Amit Kumar	JC	Sri Surender	MTS	Sri Satyendra Kumar	DEO
12	Sri Devender Singh	MTS	Sri Rohit Pal	AA	Smt. Renuka	AC
13	Sri J K Verma	AE	Ms. Mrig Nayani Gupta	PO	Sri U Paneer Selvan	AE
14	Sri Ajay Kumar Sharma	AE	Sri Biswajit Sinha	AL	Sri K K Tripathi	PO
15	Smt. Manjeet Bhatia	PO	Smt. Sunita Ahuja	Steno I	Ms. Sunanda Rahi	JC



SALES SECTION						
18, 20, 22, 26, 28 MAY 2020						
	9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM	
1	Sri Naveen Kumar	Sales Manager	Sri S.S. Kardam	AA	Sri Nand Lal	Jr. Clerk
2	Sri Harinder Singh	Jr. Clerk	Sri Duvar Singh	MTS	Sri Niranjan Prasad	MTS
3	Sri Ravinder Kumar	MTS	Sri Prakash Chandra Joshi	MTS	Sri Nand Kishore	Sales Assistant
4	Sri Gaurav Kumar Sharma	DEO	Sri Mukesh Kumar	MTS	Sri Rakesh Kumar	MTS
5	Sri Yen Bhagat	MTS				
19, 21, 22, 27, 29 MAY 2020						
	9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM	
1	Sri Narayan Singh	SK	Smt. Neelam Rajput	PS to President	Sri Darwan Singh	JC
2	Sri Dharmendra Singh	JC	Sri Lalit Singh Dangi	MTS	Sri Tajbar Singh	MTS
3	Sri Anup Kumar	MTS	Sri Pawan Kumar	DEO	Sri Pradip Kumar Tiwari	MTS
4	Sri Mohit	MTS	Sri Arjun Kumar	MTS	Sri Karu Prasad	MTS

The officials who are working from home on particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times. The circular is for strict compliance as per dates and timings mentioned.


(S. Rajmohan)
Dy. Secretary (Admn.)

To

Head Office - Notice Board	Ground Floor/IIInd Floor/IIIrd Floor/Sales Section
Copy to:	Deputy Secretary (Accounts)
	Editor (Hindi)
	Deputy Secretary (Publication)
	Assistant Editor (JKV)/ (AKS)
	Programme Officer (MB)/ (KKT)/ (MNG)
	Assistant Librarian (BS)/ (JK)
	Regional Secretary, ROM/ROK/ROB
	Officer-in-charge, ROK/Chennai Office
Copy for placing on the website of Sahitya Akademi	



CIRCULAR

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

As per guidelines of the Government of India, the Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.


Regional Office Bengaluru

Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020				
	18, 20, 22,27,29		19, 21, 26, 28	
1	Smt. Jayanthi	SEA	Sri N V Purushotham	AAA
2	Smt. Hemavathi	Sr. Clerk	Sri Suresh Kumar	PA
3	Sri Shaswat Bajpai	Jr. Clerk	Smt. P T Triveni	SLIA
4	Sri Puttaswamy	MTS	Sri Chamaia	JSK
5	Sri Ranganatha	MTS	Md. Khaleel Ahmed	Steno Gr. II

The contractual staff shall continue to work on alternative days as under:

	18, 20, 22,27,29		19, 21, 26, 28	
1	Sri Bhyraiah	Sales Clerk	Sri Narayanaswamy	MTS
2	Sri Madhusoodan Setty	MTS		

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Bengaluru



CIRCULAR

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

As per guidelines of the Government of India, the Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.


Regional Office Kolkata

Duty Roster for the Group B & C staff for two weeks 18-29.05.2020				
	18, 20, 22,27,29		19, 21, 26, 28	
1	Sri Biswajit Ray	AAA	Sri Aruni Chakraborty	SEA
2	Smt. Kaberi Karmakar	SLIA	Smt Samarpita Goswami	PA
3	Sri Avishek Rath	PRGA	Sri Sayantan Ghosh	Steno Gr. II
4	Sri Susanta Samanta	Sr. Clerk	Sri Mayukh Chaudhury	Sr. Clerk
5	Sri Sujay Dhar	Jr. Clerk	Sri Sujit Kumar Mondal	MTS
6	Sri Utpal Naskar	MTS	Sri Badal Sutradhar	MTS
7	Sri Rajesh Dalui	MTS	Sri Suman Mondal	MTS

The contractual staff shall continue to work on alternative days as under:

	18, 20, 22,27,29		19, 21, 26, 28	
1	Sri Sanat Bose	MTS	Sri Saibal Majumder	MTS
2	Sri Dipankar Chakraborty	MTS	Sri Debasis Acharya	OA
3	Ms. Abira Ghosh	AE/EIL	Ms. Amrita Roychowdhury	AE/EIL

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

Officer-in-Charge
Regional Office
Sahitya Akademi
Kolkata



CIRCULAR

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

As per guidelines of the Government of India, the Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

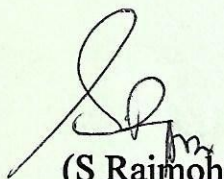
Regional Office Mumbai

Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020				
	18, 20, 22,27,29		19, 21, 26, 28	
1	Sri Ratnakar S Patil	SEA	Sri Sunil D Shejale	PA
2	Sri Arun A Bhatia	Sr. Clerk	Smt. Raji Muthuraman	Steno Gr. I
3	Sri Sayaji G More	BA	Sri Anand G Joshi	AAA
4	Sri Namdev C Zugre	MTS	Sri G S Prasad	Jr. Storekeeper
5	Sri Ganesh Jagdale	MTS	Sri Ganesh Avhad	MTS
6			Sri Atish Kumar Mehetre	MTS

The contractual staff shall continue to work on alternative days as under:

18, 20, 22,27,29		
1	Ms. Ragini Chunekar	Library Assistant

Further, as per guidelines of the GOI and in continuation of Akademi's circular no. SA16/14 dated: 21 April 2020, the offices of the Akademi will remain open and are to function with 100% Deputy Secretary and level above officers/sectional heads including officer-in-charge/PO/AE/AL shall attend the office and attend their normal day to day work with immediate effect.


(S Rajmohan)
Dy. Secretary (Admn.)

Regional Secretary
Regional Office
Sahitya Akademi
Mumbai



CIRCULAR

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

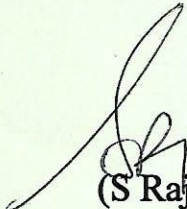
As per guidelines of the Government of India, the Group B and C employees are required to attend office every day, and the remaining staff shall work from home. The officials who are working from home on particular day as per the roster drawn below should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

Sub Office-Chennai

Duty Roaster for the Group B & C staff for two weeks 18-29.05.2020				
	18, 20, 22,27,29		19, 21, 26, 28	
1	Sri T S Chandrashekhara Raju	PA	Sri C Srinivas	PA
2	Ms. M Bharathi	Steno	Sri C Bharanitharan	Jr. Clerk
3	Sri K D H Sharma	Jr. Clerk	Smt. S Chandra	MTS
4	Sri Abraham Varghese	MTS		

The contractual staff shall continue to work on alternative days as under:

	18, 20, 22,27,29		19, 21, 26, 28	
1	Ms. A Sugandhi	DEO	Smt. M. Vijay Shanti	DEO
2	Sri M Vinoth	MTS	Sri S Vijaykumar	MTS


(S Rajmohan)
Dy. Secretary (Admn.)

Officer-in-Charge
Sub Office
Sahitya Akademi
Chennai