



साहित्य अकादेमी  
Sahitya Akademi

SA.50A/COVID 19/ 8907

30.09.2020

**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 continued guidelines of the Government of India issued from time to time, the officers and staff shall attend office abiding staggering hours given below:

	9AM TO 5.30PM		9.30AM TO 6PM	
	<b>Administration &amp; Establishment</b>			
1.	Sri Rakesh Kumar Verma	AO	Smt. Mohana Laxmi D	RCTO
2.	Smt. Arun Bala Chopra	OS	Sri Mukesh Kumar	EA
3.	Sri Shiv Kumar	Steno I	Sri Pankaj Seth	Steno II
4.	Sri Bhaarat Chug	Steno II	Sri M.A. Joseph	SC (T)
5.	Sri Ved Prakash	SC	Sri D N Roy	SC
6.	Ms. Payal Vohra	JC	Sri Vivek Kumar	Steno II
7.	Sri Deepak Choudhary	VD	Sri Vijay Singh	JSK
8.	Sri Mohan Singh	SCD	Sri Virendra Raut	JC
9.	Sri Anand Singh	MTS	Sri Rajesh Kumar	Messenger
10.	Smt. Durga Devi	MTS	Sri Budhram	MTS
11.	Sri Shyam	MTS	Sri Shambhu Dayal	MTS
12.	Sri Suresh Kumar	MTS	Sri Rishikesh Sharma	MTS
13.	Sri Ramvriksh Ram	MTS	Sri Raju Sharma	MTS
14.	Sri Praveen Kumar	MTS	Sri Hausila Prasad	MTS
15.	Sri Bharat Kumar Sharma	MTS	Sri Krishan Gopal	MTS
	<b>Accounts Section</b>			
16.	Sri Ghanshyam Sharma	Sr. Acctt.	Sri Harish Singh Kandari	Steno I
17.	Sri Bipin Chand Pandey	Cashier	Sri Subrata Paul	AA
18.	Sri Ranjay Kumar	JC	Sri Kuldeep Chandra	SC
19.	Sri Amit Kumar	JC	Sri Rajat Gupta	MTS
	<b>Publication/Indian Literature/Samkaleen Bharatiya Sahitya/Awards</b>			
20.	Sri U Paneer Selvan	AE	Smt. Manjeet Bhatia	PO
21.	Ms. Mrig Nayani Gupta	PO	Sri J K Verma	AE
22.	Sri Kishore Kumar Tripathi	PO	Sri Ajay Kumar Sharma	AE
23.	Sri Musa Ansari	PA	Sri Neeraj Kumar	PA
24.	Sri Prameshwaran V	PA	Dr. Shanmukhanand	PA
25.	Sri Sanjay Gupta	Steno-I	Smt. Upasana Tripathi	PA
26.	Smt. Sunita Ahuja	Steno I	Sri Nishant	Translator (H)
27.	Smt. Renu Sachadeva	Steno I	Smt. Laxmi Kumar Bhagat	Sub Editor
28.	Smt. Sapna Kumar	Steno II	Sri Madan Singh	Steno I
29.	Sri Bipin Bibari	PRGA	Sri Pritam Singh	Steno-II
30.	Ms. Sunanda Rahi	JC	Sri Ajay Singh Meena	Steno II
	<b>Library</b>			
31.	Sri Biswajit Sinha	AL	Sri Jithendra Kumar	AL
32.	Sri Ashok Choudhary	SLIA	Smt. Sunita Jain	SLIA
33.	Smt. Renu Pruthi	SLIA	Sri Barun Jyoti	SLIA
34.	Sri Satish Arya	SLIA	Sri Rajesh Kumar	BA
35.	Sri Tajbar Singh	MTS	Sri R D Bhatt	JC
36.	Sri Kaushlander Rout	MTS	Sri Bal Chand	MTS

The Sales Section at Head Office and all the Regional Offices shall work during normal working hours from 09.30am to 6pm including contractual staff. The staff responsible for opening and closing the offices shall work from 9am to 6pm or as directed from time to time.

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

To All Concerned above

Notice Board at Head Office/Sales Section & All Regional Offices  
For uploading on Sahitya Akademi Web Site