



CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID19-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. 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 particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times.

03, 05, 07, 11, 13, 17, 19, 21, 25, 27, 31 AUGUST 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
Administration & Establishment						
1	Sri Rakesh Kumar Verma	AO	Sri Mukesh Kumar	EA	Smt. Mohana Laxmi D	RCT O
2	Sri Pankaj Seth	Steno II	Sri Bhaarat Chug	Steno II	Sri Vijay Singh	JC
3	Sri Ved Prakash	SC	Sri Virendra Raut	JC	Sri Mohan Singh	SCD
4	Sri Deepak Choudhary	VD	Sri Shambhu Dayal	MTS	Sri Praveen Kumar	MTS
5	Sri Shyam	MTS	Sri Krishan Gopal	MTS	Sri Hausila Prasad	MTS
6	Sri Raju Sharma	MTS				
Accounts Section						
7	Sri Ghanshyam Sharma	Sr. Acctt.	Sri Bipin Chand Pandey	Cashier	Sri Kuldeep Chandra	SC
8	Sri Amit Kumar	JC	Sri Rajat Gupta	MTS		
Publication/Indian Literature/Samkaleen Bharaiya Sahitya						
9	Sri U Paneer Selvan	AE	Smt. Manjeet Bhatia	PO	Sri J K Verma	AE
10	Sri Ajay Kumar Sharma	AE	Sri Bipin Bibari <i>to leave</i>	PRGA	Sri Neeraj Kumar	PA
11	Sri Prameshwaran V	PA	Sri Nishant	Translator	Sri H S Kandari	Steno I
12	Sri Ajay Singh Meena	Steno II	Smt. Sapna Kumar	Steno II		
Library						
13	Sri Biswajit Sinha	AL	Sri Jitendra Kumar	AL	Smt. Sunita Jain	SLIA
14	Sri Satish Kumar Arya	SLIA	Sri Rajesh Kumar	BA	Sri Bal Chand	MTS
Award Section						
15	Ms. Mrig Nayani Gupta	PO	Sri K K Tripathi	PO	Smt. Upasana Tripathi	PA
16	Sri Vivek Kumar	Steno II	Ms. Sunanda Rahi	JC		



साहित्य अकादेमी
Sahitya Akademi

-2-

04, 06, 10, 14, 18, 20, 24, 26 & 28 AUGUST 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
Adminstration & Establishment						
1	Smt. Arun Bala Chopra	OS	Sri Shiv Kumar	Steno I	Sri M.A. Joseph	SC (T)
2	Sri D N Roy	SC	Sri Ved Prakash	SC	Ms. Payal Vohra	JC
3	Sri Mohan Singh	SCD	Sri Rajesh Kumar	Messenger	Smt. Kavita Rautela	JC
	Sri Budhiram	MTS	Sri Rishikesh Sharma	MTS	Sri Suresh Kumar	MTS
4	Sri Rahul Negi	MTS	Smt. Durga Devi	MTS	Sri Ramvritsh Ram	MTS
5	Sri Anand Singh	MTS	Sri Bharat Sharma	MTS		
Accounts Section						
6	Sri Sanjay Gupta	Steno I	Sri Subrata Paul	AA	Sri Ranjay Kumar	JC
7	Sri Amit Kumar	JC				
Publication/Indian Literature/Samkaleen Bharaiya Sahitya						
8	Sri U Paneer Selven	AE	Smt. Manjeet Bhatia	PO	Sri J K Verma	AE
9	Sri Ajay Kumar Sharma	AE	Sri Musa Ansari	PA	Dr. Shanmukhanand	PA
10	Smt. Renu Sachadeva	Steno I	Sri Madan Singh	Steno I	Sri Pritam Singh	Steno-II
11	Sri Yogesh Kumar	PRGA	Smt. Laxmi Kumar Bhagat	SE	Sri Ajay Singh Meena	Steno II
Library						
12	Sri Biswajit Sinha	AL	Sri Jithendra Kumar	AL	Sri Ashok Choudhary	SLIA
13	Smt. Renu Pruthi	SLIA	Sri Barun Jyoti	SLIA	Sri Subhra Das	LA
14	Sri R D Bhatt	MTS	Sri Tajbar Singh	MTS	Sri Kaushlander Rant	MTS
Award Section						
15	Ms. Mrig Nayani Gupta	PO	Sri K K Tripathi	PO	Smt. Sunita Ahuja	Steno I
SALES SECTION						
03, 05, 07, 11, 13, 17, 19, 21, 25, 27, 31 AUGUST 2020						
9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM		
1	Smt. Neelam Rajput	PS to President	Sri Narayan Singh	SK	Sri Harinder Singh	JC
2	Sri Dharminendra Singh	JC	Sri Niranjana Prasad	MTS	Sri Prakash Chand Joshi	MTS
3	Sri Anup Kumar	MTS				
04, 06, 10, 12, 14, 18, 20, 24, 26 & 28 AUGUST 2020						
1	Sri Naveen Kumar	Sales Manager	Sri S.S. Kardam	AA	Sri Nand Lal	JC
2	Sri Duvar Singh	MTS	Sri Lalit Dangi	MTS	Sri Ravinder Kumar	MTS

However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days. The circular is for strict compliance as per dates and



साहित्य अकादेमी
Sahitya Akademi

-3-

timings by all the officers and officials. 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 the activities has been further permitted outside containment zones under Unlock 3.

3/12/2020

(Babirajan S)
Dy. Secy i/c Admn.

To All Concerned above

Head Office - Notice Board	Ground Floor/Hud 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	



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 15041749

Dated: 31.07.2020

CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID19-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. 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 particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times.

Regional Office Bengaluru

Duty Roster for the Group B & C staff				
03, 05, 07, 11, 13, 17, 19, 21, 25, 27, 31 AUGUST 2020			04, 06, 10, 12, 14, 18, 20, 24, 26 & 28 AUGUST 2020	
1	Sri Suresh Kumar	PA	Sri N V Purushotham	AAA
2	Smt. P T Triveni	SLIA	Smt. Hemavathi	Sr. Clerk
3	Sri Chamaia	JSK	Sri Shaswat Bajpai	Jr. Clerk
4	Md. Khaleel Ahmed	Steno Gr. II	Sri Puttaswamy	MTS
5	Sri Ranganatha	MTS		

However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days. The circular is for strict compliance as per dates and timings by all the officers and officials. 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 **CONTINMENT ZONES** and the activities has been further permitted outside containment zones under Unlock 3.


31/7/2020

(Babirajan S)
Dy. Secy i/c Admn.

Regional Secretary
Regional Office
Sahitya Akademi
Bengaluru



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ 705/750

Dated: 31.07.2020

CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID19-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. 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 particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times.

Regional Office Mumbai

Duty Roaster for the Group B & C staff				
03, 05, 07, 11, 13, 17, 19, 21, 25, 27, 31 AUGUST 2020			04, 06, 10, 14, 18, 20, 24, 26 & 28 AUGUST 2020	
1	Sri Sunil D Shejale	PA	Sri Ratnakar S Patil	SEA
2	Smt. Raji Muthuraman	Steno Gr. I	Sri Arun A Bhatia	Sr. Clerk
3	Sri Anand G Joshi	AAA	Sri Sayaji G More	BA
4	Sri G S Prasad	Jr. Storekeeper	Sri Namdev C Zugre	MTS
5	Sri Ganesh Avhad	MTS	Sri Ganesh Jagdale	MTS
6	Sri Atish Kumar Mehetre	MTS		

However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days. The circular is for strict compliance as per dates and timings by all the officers and officials. 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 **CONTINMENT ZONES** and the activities has been further permitted outside containment zones under Unlock 3.

(Handwritten signature)
31/7/20

(Babirajan S)
Dy. Secy i/c Admn.

Regional Secretary
Regional Office
Sahitya Akademi
Mumbai



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/1506/175/

Dated: 31.07.2020

CIRCULAR

Sub: Duty Roster in view of Preventive Measures to contain the spread of COVID19-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. 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 particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times.

Regional Office Kolkata

Duty Roaster for the Group B & C staff				
03, 05, 07, 11, 13, 17, 19, 21, 25, 27, 31 AUGUST 2020			04, 06, 10, 12, 14, 18, 20, 24, 26 & 28 AUGUST 2020	
1	Sri Aruni Chakraborty	SEA	Sri Biswajit Ray	AAA
2	Smt Samarpita Goswami	PA	Sri Avishek Rath	PRGA
3	Sri Sayantan Ghosh	Steno Gr. II	Sri Mayukh Chaudhury	Sr. Clerk
4	Sri Anupain Saha	Steno Gr-II	Sri Susanta Samanta	Sr. Clerk
5	Sri Sujay Dhar	Jr. Clerk	Sri Sujit Kumar Mondal	MTS
6	Sri Badal Sutradhar	MTS	Sri Utpal Naskar	MTS
7	Sri Suman Mondal	MTS	Sri Rajesh Dalui	MTS

However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days. The circular is for strict compliance as per dates and timings by all the officers and officials. 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 **CONTINMENT ZONES** and the activities has been further permitted outside containment zones under Unlock 3.

(Handwritten signature)
31/7/20

(Babjrajan S)
Dy. Secy i/c Admn.

Officer-in-Charge
Regional Office
Sahitya Akademi
Kolkata



साहित्य अकादेमी
Sahitya Akademi

SA.50A/COVID 19/ ~~1507~~ 1752

Dated: 31.07.2020

CIRCULAR

Sub: Duty Roster in view of Préventive Measures to contain the spread of COVID19-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. 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 particular day as per the roster drawn above should be available on telephone and electronic means of communication at all times.

Sub Office-Chennai

Duty Roaster for the Group B & C staff				
03, 05, 07, 11, 13, 17, 19, 21, 25, 27, 31 AUGUST 2020			04, 06, 10, 14, 18, 20, 24, 26 & 28 AUGUST 2020	
1	Sri C Srinivas	PA	Sri T S Chandrashekhara Raju	PA
2	Ms. M Bharathi	Steno II	Sri K D H Sharma	JC
3	Sri C Bharanitharan	JC	Smt. S Chandra	MTS
4	Sri Abraham Varghese	MTS		

However, all the Deputy Secretary level officers and the sectional heads shall attend office during normal working hours on all days. The circular is for strict compliance as per dates and timings by all the officers and officials. 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 **CONTINMENT ZONES** and the activities has been further permitted outside containment zones under Unlock 3.

Handwritten signature and date: 31/7/2020

(Babirajan S)
Dy. Secy i/c Admn.

Officer-in-Charge
Sub Office
Sahitya Akademi
Chennai