



No. A 13019/1(Gen)/2013-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,
Lodhi Road, New Delhi-3.
Dated: 20th March, 2020.

CIRCULAR

Subject: Preventive measure to contain the spread of COVID-19- Shift duty-reg.

DOPT vide OM No. 11013/9/2014-Estt. (A-III) dated 19.03.2020 has issued instructions to contain the spread of COVID-19 *inter-alia* stating that 50 percent of Group B and C employee are required to attend office every day and the remaining 50 percent staff should work from home.

2. In pursuance of above advisory, Section/Wing wise duty roster, alongwith staggered timings, has been prepared for the coming weeks (as per Annexure 'A'). All officers/officials are required to attend office accordingly.
3. The officers/officials, not attending office in a particular week should be available on telephone and other electronic means of communication. They shall attend office if called for any exigency of work.
4. This duty roster will not apply to staff engaged in Shift duties at ISPW Stations and Communication Center, Polnet Hub & L&B Section, New Delhi as they are engaged in essential duties.
5. This issues with the approval of Competent Authority.



(Hemant Kumar)
Assistant Director (Admn)

To

1. PPS to Director/PS to Additional Director (H)/ PS to Additional Director(OP).
2. Joint Director (Trg.), CPRTI Ridge Road, New Delhi.
3. US (PM-II), MHA, Jaisalmer House, New Delhi- for information.
4. A D (Polnet Hub)/A D (CC)/ A D (L&B).
5. All Officers/Sections at Hqrs.
6. AD (IT): for uploading on DCPW website.
7. JAD/SS all ISPW Stations: for similar action.

ANNEXURE 'A'

Section	Sl.No.	Name Sh. / Smt./ Ms.	23.03.20- 27.03.2020	30.03.20 - 04.04.2020
Admn. Section - II	1.	Manish Agarawl, JAD	On Training	0930-1800
	2.	R.S. Rawat, Asstt.	On Leave	On Leave
	3.	Ashish Kumar, Asstt.	0930-1800	Work from Home
	4.	V.T.Unddirwade, Asstt.	1000-1830	Work from Home
	5.	Anand Swarup, Asstt.	Work from Home	0930-1800
	6.	Narayan Lal Rawal, JSA	0900-1730	Work from Home
	7.	D.S. Rawat, D/R	1000-1830	Work from Home
	8.	Smt. Prity Kumari, MTS	Work from Home	0900-1730
	9.	Hare Ram, MTS	On Leave	0930-1800
	10.	Yogesh Atal, Steno	Work from Home	0930-1800
	11.	Yogesh Yadav, MTS	Work from Home	0930-1800
Admn. Section - I	1.	CMS Rawat, SSA	On Leave	On Leave
	2.	Mahesh Kumar Pachar, Asstt	On Leave	0930-1800
	3.	Vijay Singh, ASO	0930-1800	Work from Home
	4.	Vijay Prakash, MTS	0900-1730	Work from Home
	5.	Amit Prajapati, MTS	Work from Home	0930-1800
	6.	Mukesh Kumar, MTS	1000-1830	Work from Home

POLNET-Hub	1.	Jay Prakash Raj, MTS	0930-1800	Work from Home
	2.	Anand Prakash, MTS	0900-1730	Work from Home
	3.	R K Bhatia, SKT	Work from Home	1000-1830
	4.	Puran chand Joshi, MTS	Work from Home	0930-1800
Commn. Centre	1.	Rakesh Kumar, JAD CC	0930-1800	Work from Home
	2.	Sujit Kumar, CO	0900-1730	Work from Home
	3.	Surender Singh, CO	0930-1800	Work from Home
	4.	Satender Singh, ACO	0900-1730	Work from Home
	5.	Shubh Ram Yadav, ACO	1000-1830	Work from Home
	6.	Rajesh Parihar, ACO	1000-1830	Work from Home
	7.	Balwan Singh, MTS	0900-1730	Work from Home
	8.	Pawan Kumar, D/R	Work from Home	1000-1830
	9.	Ashwani Kumar, CO	On Leave	On Leave
	10.	A.P. Singh, CO	On Leave	On Leave
	11.	G.S. Bisht, CO	On Leave	On Leave
	12.	D.K. Sharma, CO	Work from Home	0900-1730
	13.	Mohit, MTS	Work from Home	0930-1800
	14.	N.K. Sharma ,D/R	0900-1730	Work from Home
	15.	Raj Kumar, ACO	Work from Home	1000-1830
IT Section	1.	Subhashish Chaterjee, ACO	On Leave	On Leave
	2.	Rajender Singh	0930-1800	Work from

		Kakan, ACO		Home
	3.	Manjeet Kumar, MTS	Work from Home	0930-1800
Commn. / Maintenance Section	1.	R.K. Meena, JAD (C)	Work from Home	0930-1800
	2.	D. Biswal, CO	0900-1730	Work from Home
	3.	Ran Pal Singh, CO	0930-1800	Work from Home
	4.	Pradeep Kumar, CO	Work from Home	0900-1730
	5.	Krishna Kumar, D/R	Work from Home	1000-1830
	6.	Hira Devi, MTS	1000-1830	Work from Home
	7.	Rajender Kumar, ACO	1000-1830	Work from Home
	8.	Dheeraj Kumar Patni, ACO	Work from Home	0930-1800
	9.	P.C. Sharma, MTS	Work from Home	0900-1730
Central Workshop	1.	Piyush Goyal, JAD	0930-1800	Work from Home
	2.	Sandeep Varshney, CO	0900-1730	Work from Home
	3.	Sandeep K Negi, ACO	Work from Home	0930-1800
	4.	Satvinder Singh, ACO	Work from Home	0900-1730
	5.	Bijender Singh, MTS	1000-1830	Work from Home
Hindi Section	1.	Dinesh Singh, JHA	Work from Home	0930-1800
	2.	Ajay Kumar, MTS	1000-1830	Work from Home
MM Section	1.	Nagender Azad, ACO	1000-1830	Work from Home
	2.	Rakesh Kumar, ACO	On Leave	0930-1800
	3.	Parmarath Singh, MTS	Work from Home	0900-1730

	4.	Amit Kumar, MTS	Work from Home	0930-1800
Cipher Wing	1.	D.S. Paunikar, JAD	0900-1730	Work from Home
	2.	Anju Dogra, ACO (Cy)	0930-1800	Work from Home
	3.	Dilip Kumar, ACO (Cy)	0900-1730	Work from Home
	4.	Bijender Kumar, MTS	1000-1830	Work from Home
	5.	Manju, MTS	0930-1800	Work from Home
	6.	Savita Koli, JAD	On Training	0930-1800
	7.	D.D. Vasisht, ACO (Cy)	Work from Home	0900-1730
	8.	S.L. Chhilwar, ACO (Cy)	Work from Home	0930-1800
	9.	S. Dalpatia, ACO (Cy)	Work from Home	0900-1730
	10.	Bhuwan Singh, MTS	Work from Home	1000-1830
	11.	Deepak Das, TKM	Work from Home	0930-1800
	12.	Sunita, MTS	Work from Home	1000-1830
	13.	Jagdish, MTS	Work from Home	0930-1800
	14.	A. K. Randhawa, TKM	Work from Home	0930-1800
	15.	Sumitra, MTS	1000-1830	Work from Home
Coordination Section	1.	S C Bhatt, Asstt.	Work from Home	0930-1800
	2.	Janak Dev Manjhi, ACO	1000-1830	Work from Home
	3.	Rajesh Mishra, ACO	Work from Home	1000-1830
	4.	Kunal Pal, ACO	0930-1800	Work from Home
	5.	Amit, MTS	Work from Home	0900-1730
	6.	Gulam Mohd., MTS	0930-1800	Work from Home

Store Section	1.	Rakesh Kumar, SKT	Work from Home	0930-1800
	2.	Purshotam Kumar, MTS	Work from Home	0900-1730
	3.	Abhishek Kumar, MTS	Work from Home	1000-1830
	4.	J K Anand, Asstt.	0930-1800	Work from Home
	5.	Raghubir, Asstt.	0900-1730	Work from Home
	6.	Satya Singh, MTS	1000-1830	Work from Home
L & B Section	1.	Lal Singh, Asstt.	Work from Home	0930-1800
	2.	Ashok Kumar, ACO (CT)	0900-1730	Work from Home
	3.	Sandeep Kumar, ACO	Work from Home	1000-1830
	4.	Ashok, MTS	On Leave	On Leave
	5.	Kuldeep Chand, MTS	On Leave	On Leave
Account Section	1.	Kuldeep K.Rawat, A.O./DDO	0930-1800	Work from Home
	2.	Tara Singh, JAD	Work from Home	0930-1800
	3.	D.Banerjee, JAD	1000-1830	Work from Home
	4.	Rajesh Kumar, CO	0930-1800	Work from Home
	5.	Kulwant Singh, CO	Work from Home	0900-1730
	6.	N K Saha, ASO	0930-1800	Work from Home
	7.	Anjani Kumar Singh . DR	1000-1830	Work from Home
	8.	Ashok Kumar, MTS	Work from Home	0900-1730
	9.	M C Masiwal, JAD	Work from Home	1000-1830
	10.	Vijay Pal, ACO(CY)	0900-1730	Work from

				Home
POLNET Section	1.	Ramesh Singh Rana, JAD	1000-1830	Work from Home
	2.	Virender Chokra, JAD	Work from Home	0930-1800
	3.	Sudesh Meena, ACO	0930-1800	Work from Home
	4.	C M Meena, L/F	Work from Home	0930-1800
	5.	Bhuvan Joshi, MTS	0900-1730	Work from Home
Vehicle Section	1.	Suresh kumar, Driver	Work from Home	0930-1800
	2.	Udai Lal, Driver	Work from Home	0930-1800
	3.	Kanwar Pal, Driver	0930-1800	Work from Home
	4.	Manish Kumar, driver	1000-1830	Work from Home
Addl. Director (OPS) Pers. Section	1.	T P Singh, CO	0930-1800	Work from Home
	2.	Brijesh Chand Sharma, MTS	Work from Home	1000-1830
Director's Pers. Section	1.	Shakuntala Chauhan, PS	0930-1800	Work from Home
	2.	Dev, MTS	Work from Home	0930-1800
	3.	Bhagvati, MTS	1000-1830	Work from Home
Addition Director (H) Pers. Section	1.	Attar Singh, Assistant	0930-1800	Work from Home
	2.	Subhash Balmiki, MTS	On Leave	1000-1830
	3.	Pravesh Vats, DR	1000-1830	Work from Home
	4.	Murtyunjay Kumar, MTS	0900-1730	Work from Home
CPRTI	As per List enclosed at Annexure 'B'			

ANNEXURE-13

केन्द्रीय पुलिस रेडियो प्रशिक्षण संस्थान, नई दिल्ली

Sl. No.	From 23 rd March 2020 to 27 th March 2020		From 30 March 2020 to 03 rd April 2020	
	Name & Designation	Time	Name and Designation	Time
01	Sh J Jenu, JAD	0900-1730	1.Sh. NK Gupta, JAD	0930-1800
02	Sh SPK Sharma, JAD	0930-1800	2.Sh. Saurabhkant, MTS	1000-1830
03	Sh. Daljeet Singh, CO	1000- 1830	3.Sh Ankit Rajodia, ACO	1000-1830
04	Sh. G S Khatri, Asstt.	0930- 1800		
05	Sh. Ranjit Singh, CO	0900- 1730	4.Sh. Laljee Ram, CO	1000- 1830
06	Sh. D C Meena, CO	0930- 1800	5.Sh. Sanjay Bharti, CO	0930- 1800
07	Sh Rajender Singh, Drafts Man	1000- 1830	6.Sh Naresh Pal, MTS	0900-1730
08	Sh. Jugati Ram, MTS	0900-1730	7.Sh. Bhagwat Dayal, MTS	1000- 1830
09	Sh. Adesh Kumar,CO	1000- 1830	8.Sh. Surrender Singh, L/F	0900- 1730
10	Sh. Randheer Singh, D/Mech	0930- 1800	9.Sh. RK Jadhav,ACO(CY)	0930- 1800
11	Sh TB Chhetry,CO	1000- 1830	10.Sh. A K Tyagi, CO	1000-1830
12	Sh Kundan Kumar,MTS	1000-1830		
13	Sh RC Suthar,ACO(CY)	0930-1800		