



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. 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.

01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020						
	9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM	
1	Smt. Arun Bala Chopra	OS	Sri Madan Singh	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 Shiv Kumar	Steno I
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
16	Sri Bharat Sharma	MTS				

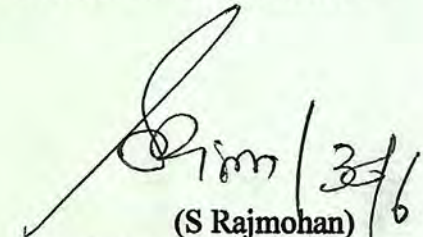
02, 06, 08, 10, 14, 16, 20, 22, 24, 28 & 30 JULY 2020						
	9AM TO 5.30PM		9.30AM TO 6PM		10AM TO 6.30PM	
1	Sri Rakesh Kumar Verma	AO	Sri Mukesh Kumar	EA	Smt. Mohana Laxmi D	RCTO
2	Sri M.A. Joseph	SC (T)	Sri Bhaarat Chug	Steno II	Sri Ved Prakash	JSK
3	Sri Deepak Choudhary	VD	Sri Virendra Raut	JC	Sri Mohan Singh	SCD
4	Ms. Payal Vohra	JC	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	Sri Ghanshyam Sharma	Sr. Acctt	Sri Bipin Chand Pandey	Cashier	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 Ajay Singh Meena	Steno II
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 Kuldeep Chandra	SC	Sri Amit Kumar	JC	Smt. Gouri Mishra	WD
15	Ms. Divya Dangi	DEO	Sri Avdhesh Kumar	DEO	Smt. Durga Devi	MTS
16	Sri Vikas Sood	MTS	Sri Nishant Aneja	Asstt.	Sri Aman Kocher	AC
17	Sri Jithendra Kumar	AL	Sri Rajat Gupta	MTS	Sri Bal Chand	MTS
18	Ms. Mrig Nayani Gupta	PO				



SALES SECTION						
01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 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 Tajbar Singh	MTS
2	Sri Dharmendra Singh	JC	Sri Lalit Singh Dangi	MTS	Sri Pradip Kumar Tiwari	MTS
3	Sri Anup Kumar	MTS	Sri Arjun Kumar	MTS		
02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020						
4	Sri Naveen Kumar	Sales Manager	Sri S.S. Kardam	AA	Sri Nand Lal	Jr. Clerk
5	Sri Harinder Singh	Jr. Clerk	Sri Duvar Singh	MTS	Sri Niranjana Prasad	MTS
6	Sri Ravinder Kumar	MTS	Sri Prakash Chandra Joshi	MTS	Sri Nand Kishore	Sales Assistant
7	Sri Gaurav Kumar Sharma	DEO	Sri Yen Bhagat	MTS	Sri Rakesh 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 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.

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 2.


(S Rajmohan)
Deputy secretary (Admn.)

To All Concerned above

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	



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Regional Office Bengaluru

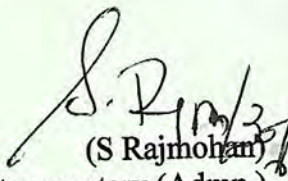
Duty Roster for the Group B & C staff				
01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Sri Suresh Kumar	PA	Sri N V Purushotham	AAA
2	Smt. P T Triveni	SLIA	Smt. Hemavathi	Sr. Clerk
3	Sri Chamaia	JSK	Sri Shaswat Bajpai	Jr. Clerk
4	Md. Khaleel Ahmed	Steno Gr. II	Sri Puttaswamy	MTS
5	Sri Ranganatha	MTS		

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

01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Sri Bhyraiah	Sales Clerk	Sri Narayanaswamy	MTS
2	Sri Madhusoodan Setty	MTS		

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Regional Office Kolkata

Duty Roaster for the Group B & C staff				
01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Sri Aruni Chakraborty	SEA	Sri Biswajit Ray	AAA
2	Smt Samarpita Goswami	PA	Smt. Kaberi Karmakar	SLIA
3	Sri Sayantan Ghosh	Steno Gr. II	Sri Avishek Rath	PRGA
4	Sri Mayukh Chaudhury	Sr. Clerk	Sri Susanta Samanta	Sr. Clerk
5	Sri Sujit Kumar Mondal	MTS	Sri Sujay Dhar	Jr. Clerk
6	Sri Badal Sutradhar	MTS	Sri Utpal Naskar	MTS
7	Sri Suman Mondal	MTS	Sri Rajesh Dalui	MTS
8	Sri Anupam Saha	Steno Gr-II		

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01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Sri Saibal Majumder	MTS	Sri Sanat Bose	MTS
2	Sri Debasis Acharya	OA	Sri Dipankar Chakraborty	MTS
3	Ms. Amrita Roy Chowdhury*	AE/EIL	Ms. Abira Ghosh*	AE/EIL

* shall be working under instructions of Prof. I N Choudhuri, EIL Project.

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Regional Office Mumbai

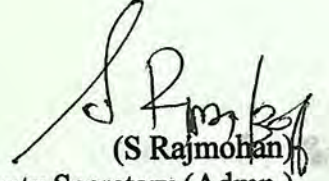
Duty Roaster for the Group B & C staff				
01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Sri Sunil D Shejale	PA	Sri Ratnakar S Patil	SEA
2	Smt. Raji Muthuraman	Steno Gr. I	Sri Arun A Bhatia	Sr. Clerk
3	Sri Anand G Joshi	AAA	Sri 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		

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

02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020		
1	Ms. Ragini Chunekar	Library Assistant

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Sub Office-Chennai

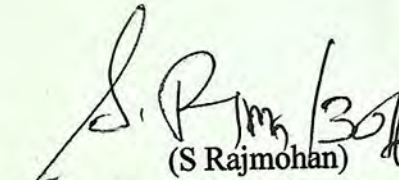
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01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Sri C Srinivas	PA	Sri T S Chandrashekhara Raju	PA
2	Sri C Bharanitharan	JC	Ms. M Bharathi	Steno
3	Smt. S Chandra	MTS		
4	Sri K D H Sharma	JC	Sri Abraham Varghese	MTS

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01, 03, 07, 09, 13, 15, 17, 21, 23, 27, 29 & 31 JULY 2020			02, 06, 08, 10, 14, 16, 18, 20, 22, 24, 28 & 30 JULY 2020	
1	Smt. M. Vijay Shanti	DEO	Ms. A Sugandhi	DEO
2	Sri S Vijaykumar	MTS	Sri M Vinoth	MTS

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