



F. No. D-28016/4/2020-Admn.
Dated: 11.06.2020

भारत सरकार
Government of India
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
Ministry of Commerce & Industry, Deptt. of Commerce
नौएडा-दादरी रोड, फेज-II, नौएडा-201305 (उ० प्र०)
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OFFICE ORDER

In pursuance of DoPT's OM No.11013/9/2014-Estt-A.III dated 05.06.2020 (copy enclosed) following roster will be followed in Noida SEZ during the lockdown period from 10.06.2020 to 30.06.2020:

- (i) Shri Ravi Kumar Srivastava, DDC, Shri Nitin Gupta, DDC, Shri Rajesh Kumar, DDC, Shri A.K. Mishra, Sr. AO, Shri Ram Baboo, ADC, Shri R.P. Verma Secretary, NSEZA, Shri S.K. Jha, ADC, Shri Prakash Chand Upadhyay, ADC, Shri M.V. Ruhella, ADC and Shri Pramod Kumar Rathi, ADC will attend office on all working days.
- (ii) On 12.06.2020, 16.06.2020, 18.06.2020, 22.06.2020, 24.06.2020, 26.06.2020, 30.06.2020

S. No.	Name and designation
1	Shri Arun Kumar Agarwal, Asstt
2	Shri Javir Ali, Steno
3	Shri Rajendra Mohan, PA to JDC
4	Shri A. S. Parihar, Asstt
5	Shri Muntyaz Khan, UDC
6	Shri Pramod Kumar, LDC
7	Shri Lalit Kumar, MTS

- (iii) On 15.06.2020, 17.06.2020, 19.06.2020, 23.06.2020, 25.06.2020, 29.06.2020.

S. No.	Name and designation
1	Shri Ramesh Kumar, Asstt
2	Ms. Santosh, Asstt
3	Shri Bharat Bhushan, Asst
4	Shri Sunil Gulyani. PA
5	Shri Anuj Dixit, UDC
6	Shri Suraj Bhan, UDC

- (iv) Shri R.K. Sharma, ADC will attend work from home and in case his presence is required in office he will be informed accordingly.

2. It is also advised that all the officers/officials who are not required to attend office on a particular day shall work from home and should be available on telephone and electronic means of communication.
3. The Customs staff and security staff will continue to attend the office as per the schedule, already prepared earlier.
4. The Concerned Section head will ensure that outsourced staff should also be called on rotational basis in such a way that social distancing of atleast 1 metre is maintained.
5. In case, there is any urgent work/meeting, all the concerned dealing hands shall attend office, irrespective of their rotation.
6. This issues with the approval of Development Commissioner, Noida SEZ.



(Nitin Gupta)
Deputy Development Commissioner

To

1. OSD to DC.
2. PA to JDC.
3. All DDCs/ADCs.
4. Specified officer, NSEZ/all AOs/all POs.
5. Security Officer/All ASOs.
6. All staff members of Noida SEZ.