



नर्मदा नियंत्रण प्राधिकरण

जल शक्ति मंत्रालय, जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग, भारत सरकार
नर्मदा सदन, स्कीम 74 सी, विजय नगर, इंदौर - 452010 (मप्र)



No.NCA/EM/PPS/2020/

20th May, 2020

Office Memorandum

Sub: Roster of duty in respect of officials of NCA during the period of 'Lockdown 4.0' in view of impending threat of COVID-19.

In compliance to DoPT's O.M. No.11013/09/2014-Estt A.III dated 18.5.2020 and DoWR's O.M. No.A-50013/38/2020-Admn dated 19.5.2020 to regulate attendance of Officers & Staff below the level of Deputy Secretary to ensure 50% attendance of Officers & Staff, following is the duty roster according to which Officers & Staff shall work from Office & Home during countrywide 'Lockdown 4.0' till 31st May, 2020 and the Officers of the level of Deputy Secretary and above will attend Office on daily basis on all working days.

O/o Executive Member, Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri Ranvir R Dumne, PPS	
Group C	Shri Vijay Tirki, Driver Shri Kishan Lall, MTS	Shri Anil Bhairve, Driver Shri Krishna Kumar, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri Ranvir R Dumne, PPS	
Group C	Shri Anil Bhairve, Driver Shri Krishna Kumar, MTS	Shri Vijay Tirki, Driver Shri Kishan Lall, MTS

O/o Member (Civil), Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group B	Ms. Ranjana Singh Chauhan, PA	Shri D.K. Jain, PS (Hindi)
Group C	Shri Hariram Dabi, Driver Shri Sumer Singh Sisodiya, Khalasi	Shri Karan Singh, Driver Shri Suresh Puri, Khalasi

21.05.2020

Officer Group	Work from Office	Work from Home
Group B	Shri D.K. Jain, PS (Hindi)	Ms. Ranjana Singh Chauhan, PA
Group C	Shri Karan Singh, Driver Shri Suresh Puri, Khalasi	Shri Hariram Dabi, Driver Shri Sumer Singh Sisodiya, Khalasi

O/o Member (Power) / Energy Management Centre, Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri Rajesh Sharma, AEE	Shri Akhilesh Sharma, AEE
Group B	Ms. Vaishali Sanglikar, PA Shri Arun Sharma, JE Shri Shaurabh Sen, JE	Ms. Anita Pindari, PS Shri Uttam Mistry, JE Ms. Archita Kanungo, JE Shri S. Tauseef Ali, JE
Group C	Shri Sehzad Ansari, LDC Shri Pradeep Joshi, Electrician Shri Shiv Prasad, Technician Shri SS Bamaliya, Technician Shri A. Raju, MTS	Shri Mathura Yadav, LDC Shri Sunil Landge, Electrician Shri Rajkumar Pal, Technician Shri Bhaskar Korde, Technician Shri Prakash Ganghat, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri Akhilesh Sharma, AEE	Shri Rajesh Sharma, AEE
Group B	Ms. Anita Pindari, PS Shri Uttam Mistry, JE Ms. Archita Kanungo, JE Shri S. Tauseef Ali, JE	Ms. Vaishali Sanglikar, PA Shri Arun Sharma, JE Shri Shaurabh Sen, JE
Group C	Shri Mathura Yadav, LDC Shri Sunil Landge, Electrician Shri Rajkumar Pal, Technician Shri Bhaskar Korde, Technician Shri Prakash Ganghat, MTS	Shri Sehzad Ansari, LDC Shri Pradeep Joshi, Electrician Shri Shiv Prasad, Technician Shri Shyam Sundar Bamaliya, Technician Shri R. Raju, MTS

O/o Member (E&R), Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri S.R. Yadav	
Group B	Shri Anil Wase, PA	
Group C	Shri Sudesh Pal, UDC Shri Subhash Ghavri, MTS	Shri Bahadur Bisht, UDC Shri Shriram Rathore, Driver

21.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri S.R. Yadav	
Group B		Shri Anil Wase, PA
Group C	Shri Bahadur Bisht, UDC Shri Shriram Rathore, Driver	Shri Sudesh Pal, UDC Shri Subhash Chandra Ghavri, MTS

O/o Secretary, NCA, Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri Rajesh Thakkar, APRO	
Group B	Ms. Meena Vaswani, PS	Shri Rajesh Sen, PA-cum-i/c Hindi Officer
Group C		Shri Omprakash Baresa, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group A		Shri Rajesh Thakkar, APRO
Group B	Shri Rajesh Sen, PA, i/c Hindi Off.	Ms. Meena Vaswani, PS
Group C	Shri Omprakash Baresa, MTS	

Administration / TC Section, Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group B	Shri Chandan Singh, OS Shri MT Sadasivan, Draftsman	
Group C	Ms. S. Ambili, UDC Shri S.M. Patel, UDC Shri Vikram Singh Thakur, MTS	Shri Abdul Gani, UDC Ms. Sunita Kurra, UDC Shri Rajesh Raghuvanshi, UDC

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Shri Chandan Singh, OS Shri MT Sadasivan, Draftsman
Group C	Shri Abdul Gani, UDC Ms. Sunita Kurra, UDC Shri Rajesh Raghuvanshi, UDC	Ms. S. Ambili, UDC Shri S.M. Patel, UDC Shri Vikram Singh Thakur, MTS

Finance Wing, Indore

20.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri R.K. Tiwari, Finance Officer	
Group B	Shri Rakesh Verma, Assistant	Shri Amit Singh Labana, A/c Officer Shri H.L. Vaswani, Assistant
Group C	Shri D. Sen, UDC Shri Pan Singh, UDC	Shri Bharat Rajore, UDC Shri Purushottam Gajbhiye, LDC Shri Ram Mohan, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group A		Shri R.K. Tiwari, Finance Officer
Group B	Shri Amit Singh Labana, A/c Officer Shri H.L. Vaswani, Assistant	Shri Rakesh Verma, Assistant
Group C	Shri Bharat Rajore, UDC Shri Purushottam Gajbhiye, LDC Shri Ram Mohan, MTS	Shri D. Sen, UDC Shri Pan Singh, UDC

Hydromet / Hydrology Wing, Indore**20.05.2020**

Officer Group	Work from Office	Work from Home
Group A	Shri Vipin Hardia, AD	Shri Rakesh Parmar, AD
Group B	Shri Ramendra Singh Chauhan, JE Shri P. Ashok Kumar, Draftsman	Ms. Sandhya Yadav, JE Ms. Ritu Agase, JE
Group C	Shri Mahendra Singh Chauhan, UDC Shri Anil Rathore, MTS Shri Shaitan Singh, Khalasi	Shri Anil Bharne, UDC Shri Vijay Morya, Technician Shri Ashish Chourey, Khalasi

21.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri Rakesh Parmar, AD	Shri Vipin Hardia, AD
Group B	Ms. Sandhya Yadav, JE Ms. Ritu Agase, JE	Shri Ramendra Singh Chauhan, JE Shri P. Ashok Kumar, Draftsman
Group C	Shri Anil Bharne, UDC Shri Vijay Morya, Technician Shri Ashish Chourey, Khalasi	Shri Mahendra Singh Chauhan, UDC Shri Anil Rathore, MTS Shri Shaitan Singh, Khalasi

Legal Section, Indore**20.05.2020**

Officer Group	Work from Office	Work from Home
Group B	Shri K.L. Meena, OIC (Legal Cell)	
Group C	Shri Jeewan Lal, MTS	Shri Umesh Yadav, LDC Shri Nandkishore Chuan, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Shri K.L. Meena, OIC, Legal Cell
Group C	Shri Umesh Yadav, LDC Shri Nandkishore Chuan, MTS	Shri Jeewan Lal, MTS

Liaison Section, Central Office, Indore**20.05.2020**

Officer Group	Work from Office	Work from Home
Group B	Shri Rajesh Mishra, AE	
Group C	Shri Anand Kaushal, Driver	Shri S.P. Mahto, UDC Shri Chandrasekhar Yadav, Driver Shri Prem Vallabh, Caretaker

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Shri Rajesh Mishra, AE
Group C	Shri S.P. Mahto, UDC Shri Chandrasekhar Yadav, Driver Shri Prem Vallabh, Caretaker	Shri Anand Kaushal, Driver

Building Division / Liaison Section, RO, Indore**20.05.2020**

Officer Group	Work from Office	Work from Home
Group A	Shri Ravindra Bobade, AD	
Group B		Shri Tarun Pathak, JE
Group C	Shri Babulall Gohari, LDC	Shri Gabbar Singh Rawat, LDC

21.05.2020

Officer Group	Work from Office	Work from Home
Group A		Shri Ravindra Bobade, AD
Group B	Shri Tarun Pathak, JE	
Group C	Shri Gabbar Singh Rawat, LDC	Shri Babulall Gohari, LDC

Liaison Office, Delhi**20.05.2020**

Officer Group	Work from Office	Work from Home
Group A	Shri D.S. Rawat	
Group B	Shri Zaheer Uddin, JE	
Group C	Shri Babulal, MTS Shri Ramchander, Staff Car Driver	Shri Goverdhan Prasad, Caretaker Shri Babulall, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group A	Shri D.S. Rawat	
Group B		Shri Zaheer Uddin, JE
Group C	Shri Goverdhan Prasad, Caretaker Shri Babulall, MTS	Shri Babulal, MTS Shri Ramchander, Staff Car Driver

Regional Office, Bhopal**20.05.2020**

Officer Group	Work from Office	Work from Home
Group B	Ms. Asha Pillai, Assistant Shri Anshul Soni, JE Shri N.L. Tekam, Driver	
Group C	Shri Maravi, Khalasi	Shri Ramesh Patrikar, UDC Shri Savishankar Yadav, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Ms. Asha Pillai, Assistant Shri Anshul Soni, JE Shri N.L. Tekam, Driver
Group C	Shri Ramesh Patrikar, UDC Shri Savishankar Yadav, MTS	Shri Maravi, Khalasi

Hydromet Sub-Division, Hoshangabad

20.05.2020

Officer Group	Work from Office	Work from Home
Group B	Shri Mahendra Soni, JE	
Group C		Shri Rajesh Joshi, Technician

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Shri Mahendra Soni, JE
Group C	Shri Rajesh Joshi, Technician	

Hydromet Sub-Division, Mandla

20.05.2020

Officer Group	Work from Office	Work from Home
Group B	Ms. Pramila Kachhwaha, LDC	
Group C		Shri Shirish Shrivastav, Khalasi

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Ms. Pramila Kachhwaha, LDC
Group C	Shri Shirish Shrivastav, Khalasi	

Regional Office, Vadodara

20.05.2020

Officer Group	Work from Office	Work from Home
Group B	Shri Deepak Malviya, AE	
Group C	Shri Mahesh Gosai, Driver	Shri Suresh Baria, MTS

21.05.2020

Officer Group	Work from Office	Work from Home
Group B		Shri Deepak Malviya, AE
Group C	Shri Suresh Baria, MTS	Shri Mahesh Gosai, Driver

NOTE:

[1] The following staff relieved from NCA, RO, Bhopal Office but could not joined at NCA, Indore due to lockdown. They are presently residing in containment area in Bhopal:

- 1. Shri Prem Narayan Yadav, LDC**
- 2. Shri Ramgopal, MTS**

[2] Following Staff deployed for collection of data from remote station / dam site may manage on their own timings:


- 1. Shri Natvarbhai Tadv, Technician, Kevadia, Gujarat.**
- 2. Shri Ishwar Singh, Khalasi, Dhulsar Remote Station in Madhya Pradesh.**

In addition to above schedule, any official can be instructed to attend the office on any other day depending upon the requirement of work or any official can attend the office himself/herself in order to complete the official works. The Officers / Staff who do not attend the office as per the roster shall work from home and should be available on telephone & electronic means of communication i.e., Email, WhatsApp etc. all the times.

All officers & staff attending Office may strictly comply with all safety precautions and guidelines issued by MHA & MoH&FW to contain the spread of COVID-19 from time to time i.e., wear face mask, maintain social distancing, abstain from consume paan, gutka, tobacco and spitting, frequently sanitize their hands and also keep files/dak sanitized. To the maximum extent files may be put up/submitted online through email to avoid physical contact through movements of the files and dak. In case any official falls sick while on duty they may immediately isolate them and leave for home or hospital after informing their respective superior officer.

All concerned Officers may strictly ensure that entire office premises, common facilities and all points which come into human contact i.e., door handles, tables/chairs and office vehicles are sanitized; hand wash and preferably spray sanitizer bottles are kept at entry/exist points and common areas.

This issues with the approval of the Competent Authority.



(Ranvir R Dumne)
PPS to Executive Member

To

All Concerned Officers / Staff via WhatsApp/Email.

Copy to:

1. Member (Civil) / Member (Power) / Member (E&R), NCA, Indore.
2. Secretary / Chief Engineer, NCA, Indore.
3. All Directors / SE, NCA, Indore / Vadodara
4. Section Officer (E.IV), DoWR, MoJS, New Delhi.
5. Finance Officer, NCA, Indore.
6. All Deputy Directors / Executive Engineers, NCA, Indore/Vadodara/Bhopal/New Delhi.
7. Web Manager, NCA, Indore.
8. Notice Board.