



सत्यमेव जयते

Union Territory of Jammu & Kashmir
Office of the Divisional Commissioner, Jammu
(Rail Head Complex, Jammu)

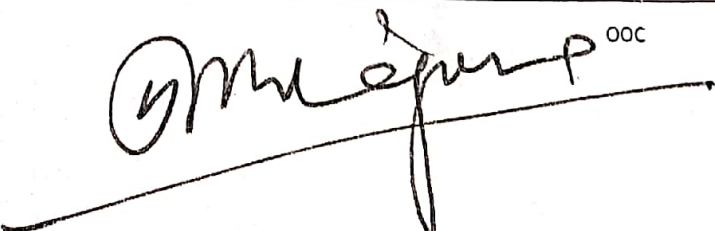
(0191-2478991, 2478999, Fax-2478997, e-mail: divcomjammu@gmail.com)

Subject: Preventative measures to contain the spread of COVID-19 – Maintaining 50% staff strength in the office.

ORDER

In view of the emergent requirement and advisory regarding Corona Virus (COVID-19), it is hereby ordered that the teams of employees i.e. A&B of this office shall perform their duties as per weekly roster given below with immediate effect and will remain in force till further orders:

S / No	<u>Team (A)</u>		<u>Team (B)</u>	
	Will attend the office on Monday, Wednesday & Friday		Will attend the office on Tuesday, Thursday & Saturday	
	Name of incumbent S/Shri	Designation	Name of incumbent S/Shri	Designation
1.	Chain Singh	PA (Sr. Scale Steno)	Narinder Kumar	Section Officer
2.	Gurinder Kour	SO (P)	Mohd. Latief Qureshi	Sr. Scale Steno
3.	Suresh Kumar	Naib Tehsildar	Varinder Sharma	AAO
4.	Showkat Hussain	Naib Tehsildar (ARA)	Parvesh Kumar	Reader L/A NT
5.	Venkat Kotwal	Saddar Mohasib	Hukam Chand	Naib Tehsildar
6.	Bashir Ahmed	I/C NT	Sahil Bhal	Jr. Scale Steno
7.	Abdul Rashid	L/A NT	Mukesh Kumar	Jr. Scale Steno
8.	Mushtaq Ahmed	L/A NT	Tanveer Ahmad	Girdawar
9.	Pritam Chand	Mohasib	Ms. Ramadeep Kour	Jr. Scale Steno
10.	Anwar Sadotra	Girdawar	Mohd. Aslam	Sr. Asstt.
11.	Pankaj Kumar	Jr. Scale Steno	Puran Chand	Jr. Scale Steno
12.	Suresh Kumar	Jr. Scale Steno	Paury Lal Bhat	Patwari (Migrant)
13.	Parshotam Singh	Sr. Asstt.	Khadim Hussain	Patwari
14.	Smt. Indu Bala	Jr. Asstt.	Ajay Latotra	Jr. Asstt.
15.	Sahil Pandey	Jr. Asstt.	Rakesh Kumar	Jr. Asstt.
16.	Pagbir Saini	Jr. Asstt.	Chaman Lal	Jr. Asstt.
17.	Gori Lal	Jr. Asstt.	Smt. Neelam Sharma	Jr. Asstt.
18.	Ms. Surinder Kour	Jr. Asstt.	Digvijay	Jr. Asstt.
19.	Om Parkash,	I/C Jr. Asstt.	Romesh Koul	Jr. Asstt. (Migrant)
20.	Partap Kumar	Orderly	Sham Lal	Runner
21.	Babu Ram	Orderly	Raj Kumar	Orderly
22.	Rustam Din	Orderly	Bishan Dass	Orderly

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23.	Mohan Lal	Orderly	Rakesh Kumar	Orderly
24.	Sushil Singh	Orderly	Romesh Kumar	Orderly
25.	Ravinder Kumar	Orderly	Ram Ji Rania (M)	Orderly
26.	Sunil Koul	Tech. Asstt.	Mohan Lal (P)	Orderly
27.	Ashish Choudhary	Teacher	Ajay Kumar	Teacher
28.	Kunal Sharma	Teacher	Kameshwar Baru	Teacher
29.	Nishant Kumar	Data entry Operator	Sanjeev Kumar	Teacher
30.	Varinder Kumar Sharma	Orderly	Devinder Kumar	Teacher
31.	Mohinder Singh	Sr. Asstt.	Samit Sharma	ITI, Instructor
32.	Sahil Anand	Mali		

Team A&B shall also attend the office on Sunday/Holiday on rotational basis, if required.

The official(s), who are working from home on a particular day as per the above roster, shall be available on telephone and other electronic means of communication at all times. They can't switch off their telephones during home stay and shall attend office, if called for in any exigency of work.

Team which attend office on a particular day shall not leave the office without prior permission of the worthy Divisional Commissioner, Jammu.

By order of the Divisional Commissioner, Jammu.

No. 101/422/21/847-54.
Dated. 15.05.2021


(Kul Bhushan Khajuria) KAS,
Asstt. Commissioner (Central),
With Divisional Commissioner
Jammu

Copy to the:-

1. Addl. Commissioner, I&II, Jammu.
2. Asstt. Commissioner (Central).
3. Asstt. Commissioner (RA).
4. PPS to Div.Com. Jammu.
5. Dy. Director, Planning.
6. PA to Div.Com. Jammu.
7. All concerned for compliance.
8. Nazir main office.

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