

PRASAR BHARATI

(INDIA'S PUBLIC SERVICE BROADCASTER)

Directorate General: All India Radio

Civil Construction Wing

6th Floor, Sookna Bhawan New Delhi

Ph : 24367360

**No. SSW-II/CW-I/CCW/AIR/TP/2019-20/PART file/1196
23.03.2020**

Dated :

Office Memorandum

Subject- Roster of officers and staff at the office of CE, CCW, New Delhi for essential requirements as a part of precautionary measures to contain the spread of COVID-19

This has reference to Prasar Bharati O.M. Number D-13023/15/2019-20/GA-I/part file Dated 22.03.2020.

The list of officers and staff including contractuales required for attending of their respective offices for discharging essential functions till 31st March 2020 is as under. After 31st March ,2020, the new roster will be drawn.

1. Sh RM Garg, SSW-I
2. Sh AK Gupta, S S W-II
3. Sh Rajeev Garg, SSW- III
4. Sh RK Talwar, EO –II
5. Sh S D Sharma , Consultant
6. Sh RS Sharma, DDO
7. Sh. Rakesh Malhotra, EA to SSW-I
8. Sh Anil Sehgal, Stenographer
9. Sh Dinanath, ASO
10. Sh N.K. Mehra , Consultant
11. Sh H.N.Munda , Cashier
12. Sh A.K. Soni, UDC
13. Sh. Dev Singh , Driver
14. Sh Lal Babu, Daftary
15. Sh Yadav Prasad, .MTS
16. Sh Chander Negi, MTS
17. Sh . Sandeep Contractual
18. Sh Anil, Contractual
19. Sh Rajendra, Contractual

The other officers and staff would be working from home. They should be available on telephone and electronic means for communications at all times. They should attend office, if called for, in case of any exigencies of work.

It is further advised that SEs/EEs for Civil and Electrical Discipline will draw the roster of essential staff in their Circles/Offices and advise the field units so that essential services are not disturbed.

The EE(C) -III , Soochna Bhawan to take note that caretaking staff should be made minimal at Soochna Bhawan. Sirifort Auditorium should be judiciously closed. Only bare minimum washroom should be made operational.

The care- taker should open only those rooms concerning to officers and staff who are mentioned in the roster.

This issues with the approval of the Chief Engineer.

**-sd-
(Avinash Kumar Gupta)
Superintending Surveyor of Works-II**

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1. PS to E-in-C (Broadcasting) PS to E-in-C (Special Initiative and Common Services) (SICS) , PB Secretariat, Tower 'C', Mandi House, New Delhi .
2. ADG(HR), Prassar Bharati, PB Secretariat, Tower 'C' Mandi House New Delhi.
3. PS to CE(Civil)
- 4.CVO,Prasar Bharati, Mandi House, Copernicus Marg, New Delhi
- 5.All SEs(Civil)/SSWs(C)/(E)
- 6.All EEs.,CCW,All India Radio.
- 7.SE(T) for uploading on PB website
- 8.Persons concerned.
- 9.Guard File