



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

OFFICE OF THE REGISTRAR

F.No.-NITJSR/Reg/CD/2019-20/1527

Dated:- 20/03/2020

Subject:- Preventive measures to contain the spread of COVID-19- Reg:-

Ref:- DoPT O.M. No. 11013/9/2014-Estt(A-III) dated 19/03/2020.

A meeting of all Deans, HODs and Registrar was held in the Board Room to formulating roster for Group- 'B' & 'C' employees working in different deptt/ sections /divisions etc. in reference to DoPT referred above.


The following duty roster has been made:-

Sl. No.	Deptt/ Division/ Section/ Unit	1 st Week 23.03.2020 to 27.03.2020	2 nd Week 30.03.2020 to 03.04.2020
	O/O the Director	Shri A. Sanyal Shri Nitish Das Shri Bhaskar Mandal	Shri Gopaljee Ram Shri Charan Gorai
	O/o Dean (Academic)	Shri T. K. kar Shri Nand Lal Rajak Shri Rajesh	Shri N. K. Jha Shri Manoj Jha Shri Sunil Mahato
	Finance & Accounts	Shri M. D. Behera Shri Khargeswar Mahato Shri Mohan ram Mahato Shri bablu Sardar	Shri Suman Kumar Shri Arun Kumar pandit Smt. Chanchala pradhan Sgri Giri Pradhan
	Establishment	Shri Mahesh Rajak Shri Rajkumar Pramanik Shri Chhota Lal Saran Shri B. S. Gupta	Shri Arjun Kumar Singh Smt. Kanak Kumari Shri Bharat Singh Shri Ratish Kumar Paswan
	Library	Shri Ganesh Shrestha Shri Ravi Mahato Shri Saurabh Saini	Smt. Sunaina Devi Shri Rakesh Kumar

The officials whose name is not listed in the duty roster as above, must not leave the town and should be available through Mobile / telephone at all times. They may also be called to office, in case of any exigency of work arises.

All other staff members whose name is not mentioned in the list above shall continue to attend office as usual.

This issues with approval of the Director.


(Registrar I/c)