



APPELLATE TRIBUNAL FOR ELECTRICITY
Ministry of Power
Core-IV, Ground Floor, SCOPE Complex, Lodhi Road
New Delhi – 110 003
Ph. No.011-24368482

Dated : 19th May, 2020

File No.AAO/05/2020-Admn./4

OFFICE MEMORANDUM

Subject : **Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance – reg.**

In pursuance of Ministry of Personnel, Public Grievance and Pensions (DoPT), Govt. of India Office Memorandum No.11013/9/2014-Estt.A.III dated 18th May, 2020 regarding preventive measures to contain the spread of COVID19, attendance of officers and staff, upto 50% is to be ensured on every alternate day.

2. In view of the above, the following staff of Administration/Accounts Section will attend their duties from 19.05.2020 to 29.05.2020 is as under :-

| Sl. No. | Name of the employees | Date to attend office |
|---------|---|---|
| 1. | Sh. Kapil Kr. Sharma Admn.-Cum-Accounts Officer | 19 th , 21 st , 26 th & 28 th May, 2020 |
| 2. | Sh. K.N. Sati, Private Secretary | 19 th , 21 st , 26 th & 28 th May, 2020 |
| 3. | Sh. Manpal, Accountant | 20 th , 22 nd , 27 th & 29 th May, 2020 |
| 4. | Sh. Munna Roy, Office Assistant (through outsource) | 19 th , 21 st , 26 th & 28 th May, 2020 |
| 5. | Sh. Chitranjan Sahoo, Office Assistant (through outsource) | 20 th , 22 nd , 27 th & 29 th May, 2020 |
| 6. | Ms. Suman Office Assistant (through outsource) | 20 th , 22 nd , 27 th & 29 th May, 2020 |
| 7. | Sh. Vikram, Office Assistant (through outsource) | 20 th , 22 nd , 27 th & 29 th May, 2020 |
| 8. | Sh. Ved Ram Anand Office Assistant (through outsource) | 19 th , 21 st , 26 th & 28 th May, 2020 |
| 9. | Sh. Anil, Office Attendant (through outsource) | 19 th , 21 st , 26 th & 28 th May, 2020 |
| 10. | Sh. Arun Kumar, Office Attendant (through outsource) | 20 th , 22 nd , 27 th & 29 th May, 2020 |

3. Further instruction is enclosed at Annexure-I.

This issues with the approval of the Competent Authority.

(Kapil Kr. Sharma)
Admn.-Cum-Accounts Officer

Copy to :-

1. All concerned.
2. PS to Registrar, APTEL
3. Office Assistant (IT) for uploading on the website of APTEL.
4. Guard file.

Annexure-I

1. The Officers/Officials who will work from home should be available on telephone and electronic means of communications atleast during office times. They will also have to attend office, if called for, in case of any exigencies of work.
2. Not more than 2 persons will travel in the lift together.
3. All officers/officials will wear mask compulsorily and maintain proper hygiene at all time during office/travel.
4. During office hours, all have to follow social distancing and other guidelines issued by Government of India including those issued by Ministry of Health & Family Welfare.
5. Officers/Official residing in 'Hotspot' or 'containment zones' may follow the instructions of local administration. They are not required to come to office till their area is declassified from 'Hotspot' or 'containment zones'.