

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

Dated : 10th June, 2021

File No.AAO/06/2021-Admn./1

OFFICE MEMORANDUM

Subject : **Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government Officials – 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 3rd, 6th & 28th May, 2021 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 14.06.2021 to 30.06.2021 is as under :-

Sl. No.	Name of the employees	Date to attend office
1.	Sh. Kapil Kr. Sharma Admn.-Cum-Accounts Officer	15 th , 17 th , 21 st , 23 rd , 25 th & 29 th June, 2021
2.	Sh. K.N. Sati, Private Secretary	15 th , 17 th , 21 st , 23 rd , 25 th & 29 th June, 2021
3.	Sh. Manpal, Accountant	14 th , 16 th , 18 th , 22 nd , 24 th , 28 th & 30 th , June, 2021
4.	Sh. Vinod Kumar, Cashier	14 th , 16 th , 18 th , 22 nd , 24 th , 28 th & 30 th , June, 2021
5.	Sh. Munna Roy, Office Assistant (through outsource)	15 th , 17 th , 21 st , 23 rd , 25 th & 29 th June, 2021
6.	Sh. Chitranjan Sahoo, Office Assistant (through outsource)	15 th , 17 th , 21 st , 23 rd , 25 th & 29 th June, 2021
7.	Ms. Suman Office Assistant (through outsource)	15 th , 17 th , 21 st , 23 rd , 25 th & 29 th June, 2021
8.	Sh. Vikram, Office Assistant (through outsource)	14 th , 16 th , 18 th , 22 nd , 24 th , 28 th & 30 th , June, 2021
9.	Sh. Ved Ram Anand Office Assistant (through outsource)	14 th , 16 th , 18 th , 22 nd , 24 th , 28 th & 30 th , June, 2021
110.	Sh. Gurdeep Singh, Office Attendant (through outsource)	15 th , 16 th , 18 th , 22 nd , 23 rd , 25 th , 28 th , & 29 th June, 2021
11.	Sh. Anil, Office Attendant (through outsource)	14 th , 16 th , 17 th , 21 st , 22 nd , 24 th , 25 th , 29 th & 30 th June, 2021
12.	Sh. Arun Kumar, Office Attendant (through outsource)	14 th , 15 th , 17 th , 18 th , 21 st , 23 rd , 24 th , 28 th & 30 th June, 2021

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. PPS 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'.