

APPELLATE TRIBUNAL FOR ELECTRICITY

Core-4, 7th Floor, SCOPE Complex, Lodhi Road,

New Delhi -110003

Tel: 011-24368478, Fax: 011-24368479, www.aptel.gov.in

Dated : 18th May, 2020

OFFICE MEMORANDUM

Subject : Preventive measures to contain the spread of COVID-19 – reg.

Ministry of Home Affairs vide letter No. 40-3/2020-DM-I(A) dated 15.04.2020 and 17.05.2020 has issued consolidated revised guidelines on the measures to be taken by Ministries/ Departments of Government of India for containment of COVID19 in the country.

2. In view of the above, Appellate Tribunal for Electricity(APTEL), Ministry of Power is operating with skeleton staff. The following staff of Registry of APTEL 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	Mr. Sandeep Kumar, Office Assistant	19.05.2020 to 22.05.2020
2	Mr. Gangaram, office Attendant	19.05.2020 to 22.05.2020
3	Mr. Manohar, Driver cum Office Attendant	19.05.2020 to 22.05.2020
4	Mr. Jitender Mudgal Office Assistant	19.05.2020 to 22.05.2020
5	Mr. Ashik Mohan, Office Attendant	21 st , 22 nd , 28 th and 29 th May, 2020
6	Mr. Anupam, office Assistant	19.05.2020 and 26.05 to 29.05.2020
7	Ms. Divya, Office Attendant	26.05.2020 to 29.05.2020
8	Ms. Neha, Office Assistant	26.05.2020 to 29.05.2020
9	Mr. Raju Kumar, Office Attendant	26.05.2020 to 29.05.2020
10	Ms. Namrata, office Assistant	26.05.2020 to 29.05.2020
11	Mr. Rajpal, office Attendant	26.05.2020 to 29.05.2020

3. Further instruction is enclosed at Annexure-I.

This issues with the approval of the Competent Authority.

Sd/-
(Registrar)

Copy to :-

1. All concerned.
2. Office Assistant (IT) for uploading on the website of APTEL.

Annexure-I

1. 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.
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. Officers/Official residing in 'containment zones' may follow the instructions of local administration. They are not required to come to office till their area is declassified as containment.