



APPELLATE TRIBUNAL FOR ELECTRICITY

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

File No.AAO/05/2020-Admn.

Dated : 1st 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 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 will attend their duties at APTEL premises/Camp Office of Hon'ble Chairperson and Hon'ble Members, as per their direction :-

Sl. No.	Name of the Officers and staff	Place of work
1.	Smt. T. Surekha Principal Private Secretary	Secretariat of Hon'ble Chairperson / Camp Office
2.	Shri Thomas P.D. Principal Private Secretary	Secretariat of Hon'ble Chairperson / Camp Office
3.	Shri Manoj Kumar Driver (outsource staff)	Secretariat of Hon'ble Chairperson / Camp Office
4.	Shri Vishnu Thapa Private Secretary	Secretariat of Hon'ble Judicial Member / Camp Office
5.	Smt. Mamta Gupta Private Secretary	Secretariat of Hon'ble Judicial Member / Camp Office
6.	Shri Sonu Driver (outsource staff)	Secretariat of Hon'ble Judicial Member / Camp Office
7.	Smt. Pratibha Rawal Principal Private Secretary	Secretariat of Hon'ble Technical Member/ Camp Office
8.	Shri Manoj Kumar Court Master	Secretariat of Hon'ble Technical Member/ Camp Office
9.	Shri Sanjay Kumar Driver (outsource staff)	Secretariat of Hon'ble Technical Member/ Camp Office
10.	Shri Mahendra Kumar Private Secretary	Secretariat of Hon'ble Technical Member/ Camp Office
11.	Shri Naveen Driver (outsource staff)	Secretariat of Hon'ble Technical Member/ Camp Office

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'.