



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./5

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 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.	Ms. T. Surekha Principal Private Secretary	19 th , 21 st , 26 th & 28 th May, 2020
2.	Sh. Bhim Narang Principal Private Secretary	20 th , 22 nd , 27 th & 29 th May, 2020
3.	Sh. Thomas P.D. Principal Private Secretary	20 th , 22 nd , 27 th & 29 th May, 2020
4.	Ms. Pratibha Rawal Principal Private Secretary	19 th , 21 st , 26 th & 28 th May, 2020
5.	Sh. Mahinder Kumar Private Secretary	20 th , 22 nd , 27 th & 29 th May, 2020
6.	Ms. Janki Sharma Private Secretary	19 th , 21 st , 26 th & 28 th May, 2020
7.	Sh. Vishnu Thapa Private Secretary	20 th , 22 nd , 27 th & 29 th May, 2020
8.	Ms. Mamta Gupta Private Secretary	19 th , 21 st , 26 th & 28 th May, 2020
9.	Sh. Manoj Kumar Court Master	20 th , 22 nd , 27 th & 29 th May, 2020
10.	Ms. Preeti Kalsi Steno	19 th , 21 st , 26 th & 28 th May, 2020
11.	Sh. Jaiom Kumar Madan LDC	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'.