



राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
Ministry of Jal Shakti, Government of India  
(Department of Water Resources, River Development and Ganga Rejuvenation)



F. No. NWDA/Hq/Admn/Misc/2020/ 1386

Dated: 14th August, 2020

**OFFICE ORDER**

**Sub.: Functioning of NWDA amid COVID-19 – attending office by officers/officials.**

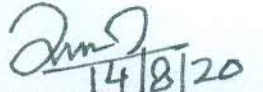
In continuation of the Office Order of even number dated 7<sup>th</sup> August, 2020 on the subject mentioned above and to convey that the officers/officials are requested to attend the office during the during the period of 17.08.2020 to 28.08.2020 on rotation/alternative days to complete the official work as per roster enclosed. Further addition/deletion may be decided by the concerned Unit Head based on the requirements.

Those officers/officials who do not attend office on a day shall work from home and will be available on telephone and electronic means of communication at all time. They should attend office, if called for any exigency of work.

All officers/officials attending office shall take all precautionary measures to prevent spread of COVID-19 and abide by the orders/guidelines on social distancing and other measures issued by the Central/State Government from time to time.

For Field offices of NWDA are advised to adhere to the rules/regulations/guidelines issued by State Government/Local Authorities in this regard.

This issues with the approval of the Competent Authority.

  
(Rajesh Kumar)  
Dy. Director (Admn.)

**Encl.: as above**

**To,**

1. Chief Engineer (Hqrs.)/(North)/(South), NWDA, New Delhi/ Lucknow/Hyderabad
2. Director (Tech/MDU/Finance), NWDA
3. All Superintending Engineers, Investigation Circle, NWDA
4. All Executive Engineers, Investigation Division, NWDA
5. Assistant Executive Engineers, ISD, NWDA, Ranchi/RajahaMundry/Jaipur
6. Asstt. Director (OL) – for Hindi translation
7. Web Master – with a request to up load on website
8. Notice Board

**Copy to:**

1. PS to DG, NWDA, Saket, New Delhi.
2. PS to Chief Engineer (Hqrs.), Saket, New Delhi.



List of Officers/Officials are to attend the office during the Period from 17<sup>th</sup> to 28<sup>th</sup> August, 2020.

Sl. No.	Name of the officer/officials	Designation	Attend office on the following dates	
<b>O/o the DG, NWDA</b>				
1.	Sh. Anurag	Steno	All working days	
2.	Sh. Naman Jain	Steno		
<b>CE (HQ)</b>				
1	Sh. Dalip Singh	PS	17,19,21	25,26,28
2	Sh. Akshya Choudhary	Steno	17,18,20	24,26,27
3	Sh. Sonu Kumar	LDC	All working days	
4.	Sh. Gopal Dutt	MTS	All working days	
<b>Director (Tech.)/(SCILR) Unit</b>				
1.	Sh. Anil Kumar	Dy. Director	All working days	
2.	Sh. K. K. Rao	DD (H)		
3.	Sh. R. Balakrishnan	Asstt. Director		
4.	Smt. Deepika sharma	Asstt. Engineer	18,19,20	24,25,27
5.	Sh. Ashok Bhatele	Jr. Engineer	17,19,21	25,26,28
6.	Sh. Mukhtar-Ul Haque	Jr. Engineer	18,19,20	25,27,28
7.	Sh. Rajeev Nigam	Jr. Engineer	17,19,21	25,26,28
8.	Sh. Hari Om Varshney	Jr. Engineer	17,18,20	24,26,27
9.	Sh. Nikhil V.J.	Jr. Engineer	17,18,20	24,25,27
10.	Sh. Ramesh Chander	Draftsman	All working days	
11.	Smt. Rita Kashayap	Steno	17,19,21	25,26,28
12.	Smt. Nalini Mohan	Steno	17,18,20	24,26,27
13.	Sh. R.L. Karan	UDC	18,19,21	25,26,28
14.	Sh. Ashar O.A.	LDC	17,18,20	24,26,27
15.	Sh. Narendra kumar	LDC	18,19,21	25,26,28
16.	Sh. Rajkanwar	MTS	17,18,20	24,26,27
17.	Sh. Umesh	MTS	18,19,21	25,26,28
<b>Rajbhasha Section</b>				
1.	Smt. Archana Gupta	Asstt. Dir. (OL)	17,18,20,21	24,25,27,28
2.	Sh. Anil Diwedi	Hindi Translator	18,19,21	25,26,28
3.	Smt. Urmila Rani	Steno-I	17,19,20	24,25,27
4.	Sh. Ram Das	LDC	17,20,21	24,26,28
<b>General Section</b>				
1.	Sh. R.K. Gupta	EE(HQ)	All working days	
2.	Sh. S.C. Mangal	Asstt. Director		
3.	Sh. K.H. Rehman	Asstt. Engineer	17,19,20	25,26,28
4.	Sh. K.K. Ali	Jr. Engineer	18,19,20	24,25,27
5.	Sh. S.P. Tomar	Jr. Engineer	17,19,21	25,26,28
6.	Smt. Reena Wadhava	Steno	18,19,21	24,25,28
7.	Sh Vikram Singh	LDC	17,18,20	24,25,27
8.	Sh. Ishwar Lal Maurya	D'Man	17,19,21	25,26,28
9.	Sh. Darmayan Singh	Driver	All working days	
10.	Sh. Ajay Singh	Driver		
<b>SE-I Unit</b>				
1.	Sh. S.R. Mahor	Dy. Director	All working days	
2.	Smt. Indu Jaiswal	Jr. Engineer	17,19,21	24,25,27
3.	Sh. K.C. Bhagel	Jr. Engineer	18,20,21	24,26,28
4.	Smt. Sangeeta Mehrotra	Steno.	17,19,21	24,26,28
5.	Sh. Giani Ram	Head Clerk	18,20,21	24,26,27
6.	Sh. Kamiljeet	Draftsman	All working days	

7.	Sh. Mukesh Kumar	LDC	17,19,21	24,25,28
8.	Sh. Hakikat Rai	MTS	All working days	
<b>SE-II Unit</b>				
1.	Sh. R.K. Sharma	Dy. Director	All working days	
2.	Smt. Jaswinder Kaur	Asstt. Engineer		
3.	Sh. Ram Kishan	Jr. Engineer		
4.	Sh. Anshul Jain	Jr. Engineer		
5.	Sh. Bimlesh Goswami	D' Man	18,19,20	25,26,28
6.	Sh. Usha Rani	Steno.	17,19,21	25,26,28
7.	Sh. M.C. Gupta	UDC	17,19,21	25,26,28
8.	Sh. Nanak Chand	UDC	17,18,20	24,26,27
9.	Sh. Bhopal Singh	MTS	All working days	
<b>Multi Disciplinary Unit</b>				
1.	Sh. R.S. Lal	Prog. Asstt.	17,18,20,21	24,25,27,28
2.	Sh. Lalit Kumar Siyaniya	Jr. Engineer	18,19,20	25,26,27
3.	Sh. Nikunj Malik	Jr. Engineer	17,19,21	24,26,28
4.	Smt. Nirmala	Steno.	18,20,21	25,26,28
5.	Sh. Narendra Kumar	D' Man	18,19,20	24,26,27
6.	Smt. Radha	LDC	17,19,21	24,26,28
<b>Administration Section</b>				
1.	Sh. Rajesh Kumar	DD(Admn.)	All working days	
2.	Sh. Lalit Kumar Samantaray	Admin. Officer		
3.	Smt. Durgabai	UDC	All working days	
4.	Smt. Bijendri Santriwal	UDC		
5.	Smt. Leelamma Ninan	Steno.	17,18,20,21	24,25,27,28
6.	Sh. Ramesh Chandra	LDC	18,20,21	25,26,27
7.	Sh. Sanjeev Kumar Rana	LDC	17,19,21	24,26,28
8.	Smt. Mithlesh	LDC	18,19,21	25,26,27
9.	Sh. Yogesh	LDC	17,19,20	24,25,27
10.	Sh. Mahesh Kumar	LDC	17,19,21	24,26,28
11.	Sh. Bhudesh	LDC	17,19,20	25,27,28
12.	Sh. Mahender	LDC	18,19,21	25,26,28
13.	Sh. Sahil Balayan	LDC	17,18,20	24,26,28
14.	Sh. Angkan Marik	LDC	18,19,21	25,26,28
15.	Smt. Rajni Sharma	LDC	17,19,21	24,26,28
16.	Sh. Ajay Pratap Singh	LDC	17,20,21	24,26,28
17.	Sh. Rameshwar	MTS	All working days	
<b>Accounts Section</b>				
1.	Sh. Jyoti Rajvedi	Accounts Officer	17,18,20,21	24,25,27,28
2.	Sh. Suresh Kumar	Jr. Accountant	17,19,21	25,26,28
3.	Smt. Shobha Rawat	Steno	17,18,20	24,26,27
4.	Smt. Anju Gulati	UDC	18,19,20	25,26,27
5.	Sh. S.B. Pandey	LDC	18,20,21	25,27,28
6.	Md. Irfan	LDC	17,19,21	24,26,28
7.	Sh. Ashok Kumar	LDC	17,19,21	24,26,28
8.	Sh. Rajender Singh	LDC	18,20,21	25,27,28

PS: Outsourced staffs attend the office as per direction of their controlling officers.

To

All officers/officials by name