



# 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/2020/1077

Dated: 1st July, 2020

## OFFICE ORDER

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

**Ref.: MHA Guidelines for phased re-opening (Unlock -2) reg.-**

Ministry of Home affairs vide order no. 40-3/2020-DM-I (A) dated 29.06.2020 has issued guidelines on **Unlock- 2** and in continuation of Duty Roster dated 01.06.2020 and to convey that the officers/officials are requested to attend the office during the month of July, 2020 on rotation/alternative days to complete the official work as per roster enclosed.

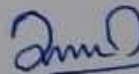
Those officers/officials who do not attend office on a day shall work from home and will be available on telephone and electronic means of communication at all time. They should attend office, if called for any exigency of work.

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.

Aarogya Setu App enables easy identification of potential risk of infection and, therefore, it may be ensured that Aarogya Setu App is installed/ activated by the employees to fight against COVID – 19.

For Field offices, concerned Chief Engineers/Superintending Engineers/Executive Engineers should issue orders in this regard.

This issues with the approval of the Competent Authority.

  
(Rajesh Kumar) 1/7/2020  
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 month of July, 2020.

Sl. No.	Name of the officer/officials	Designation	Scheduled to attend the office during the Month of July, 2020 on the dates mentioned against each.				
<b>O/o the DG, NWDA</b>							
1.	Sh. Anurag	Steno	2	6,8,10	14,16	20,22,24	28,30
2	Sh. Naman Jain	Steno	3	7,9	13,15,17	21,23	27,29,31
<b>CE (HQ)</b>							
1	Sh. Dalip Singh	PS	2	6,8,10	14,16	20,22,24	28,30
2	Sh. Akshya Choudhary	Steno	3	7,9	13,15,17	21,23	27,29,31
3	Sh. Sonu Kumar	LDC	All working days				
<b>Director (Tech.)/(SCILR) Unit</b>							
1.	Sh. Anil Kumar	Dy. Director	All working days				
2.	Sh. R. Balakrishnan	Asstt. Director	2,3	6,8,10	13,15,17	20,22,24	27,29,31
3.	Smt. Deepika sharma	Asstt. Engineer	3	7,9	13,15,17	21,23	27,29,31
4.	Sh. Ashok Bhatele	Jr. Engineer	2	6,8,10	14,16	20,22,24	28,30
5.	Sh. Rajeev Nigam	Jr. Engineer	3	7,9	13,15,17	21,23	27,29,31
6.	Sh. Hari Om Varshney	Jr. Engineer	2	6,8,10	14,16	20,22,24	28,30
7.	Sh. Nikhil V.J.	Jr. Engineer	3	7,9	13,15,17	21,23	27,29,31
8.	Sh. Ramesh Chander	Draftsman	3	7,9	13,15,17	21,23	27,29,31
9.	Smt. Rita Kashayap	Steno	3	7,9	13,15,17	21,23	27,29,31
10.	Smt. Nalini Mohan	Steno	2	6,8,10	14,16	20,22,24	28,30
11.	Sh. R.L. Karan	UDC	3	6,8,10	13,15,17	20,22,24	27,29,31
12.	Sh. Ashar O.A.	LDC	2	6,8,10	14,16	20,22,24	28,30
13.	Sh. Ramesh Chandra	LDC	3	7,9	13,15,17	21,23	27,29,31
14.	Sh. Rajkanwar	MTS	2	6,8,10	14,16	20,22,24	28,30
15.	Sh. Umesh	MTS	3	7,9	13,15,17	21,23	27,29,31
<b>Rajbhasha Section</b>							
1.	Smt. Archana Gupta	Asstt. Dir. (OL)	3	6,8,10	13,15,17	20,22,24	27,29,31
2.	Sh. Anil Diwedi	Hindi Translator	3	7,9	13,15,17	21,23	27,29,31
3.	Smt. Urmila Rani	Steno-I	2	6,8,10	14,16	20,22,24	28,30
4.	Ram Das	LDC	3	7,9	13,15,17	21,23	27,29,31
<b>General Section</b>							
1.	Sh. R.K. Gupta	EE(HQ)	All working days				
2.	Sh. S.C. Mangal	Asstt. Director	2	6,8,10	14,16	20,22,24	28,30
3.	Sh. K.H. Rehman	Asstt. Engineer	3	7,9	13,15,17	21,23	27,29,31
4.	Sh. K.K. Ali	Jr. Engineer	2	6,8,10	14,16	20,22,24	28,30
5.	Sh. S.P. Tomar	Jr. Engineer	3	7,9	13,15,17	21,23	27,29,31
6.	Sh Vikram Singh	LDC	2	6,8,10	14,16	20,22,24	28,30
7.	Smt. Reena Wadhava	Steno	3	7,9	13,15,17	21,23	27,29,31
8.	Sh. Ishwar Lal Maurya	D'Man	2	6,8,10	14,16	20,22,24	28,30
9.	Sh. Darmayan Singh	Driver	All working days				
10.	Sh. Ajay Singh	Driver					
<b>SE-I Unit</b>							
1.	Sh. Afroz Alam	SE	3	7,9	13,15,17	21,23	27,29,31
2.	Sh. S.R. Mahor	Dy. Director	2	6,8,10	14,16	20,22,24	28,30
3.	Smt. Indu Jaiswal	Jr. Engineer	2	6,8,10	14,16	20,22,24	28,30
4.	Sh. K.C. Bhagel	Jr. Engineer	3	7,9	13,15,17	21,23	27,29,31
5.	Smt. Sangeeta Mehrotra	Steno.	3	7,9	13,15,17	21,23	27,29,31
6.	Sh. Giani Ram	Head Clerk	2	6,8,10	14,16	20,22,24	28,30
7.	Sh. Kamiljeet	Draftsman	2	6,8,10	14,16	20,22,24	28,30
8.	Sh. Mukesh Kumar	LDC	3	7,9	13,15,17	21,23	27,29,31

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9.	Sh. Hakikat Rai	MTS	3	7,9	13,15,17	21,23	27,29,31
<b>SE-II Unit</b>							
1.	Smt. Jaswinder Kaur	Asstt. Engineer	All working days				
2.	Sh. Ram Kishan	Jr. Engineer					
3.	Sh. Anshul Jain	Jr. Engineer					
4.	Sh. Bimlesh Goswami	D' Man	2	6,8,10	14,16	20,22,24	28,30
5.	Sh. R.K. Sharma	Dy. Director	All working days				
6.	Sh. Usha Rani	Steno.	2	6,8,10	14,16	20,22,24	28,30
7.	Sh. Kuljeet	DEO	3	7,9	13,15,17	21,23	27,29,31
8.	Sh. Bhopal Singh	MTS	All working days				
9.	Sh. M.C. Gupta	UDC	2	6,8,10	14,16	20,22,24	28,30
10.	Sh. Nanak Chand	UDC	3	7,9	13,15,17	21,23	27,29,31
<b>Multi Disciplinary Unit</b>							
1.	Sh. R.S. Lal	Prog. Asstt.	3	6,8,10	13,15,17	20,22,24	27,29,31
2.	Sh. Lalit Kumar Siyaniya	Jr. Engineer	2	6,8,10	14,16	20,22,24	28,30
3.	Sh. Nikunj Malik	Jr. Engineer	3	7,9	13,15,17	21,23	27,29,31
4.	Smt. Nirmala	Steno.	2	6,8,10	14,16	20,22,24	28,30
5.	Sh. Narendra Kumar	D' Man	3	7,9	13,15,17	21,23	27,29,31
6.	Smt. Radha	LDC	3	7,9	13,15,17	21,23,24	28,30
7.	Sh. Chaman Lal	MTS	3	6,8,10	13,15,17	20,22,24	27,29,31
<b>Administration Section</b>							
1.	Sh. Rajesh Kumar	DD(Admn.)	All working days				
2.	Sh. Lalit Kumar Samantaray	Admin. Officer	All working days				
3.	Smt. Durgabai	UDC	2,3	6,8,10	13,15,17	20,22,24	27,29,31
4.	Smt. Leelamma Ninan	Steno.	2	6,8,10	14,16	20,22,24	28,30
5.	Smt. Rajni Sharma	LDC	3	7,9	13,15,17	21,23	27,29,31
6.	Sh. Yogesh	LDC	3	7,9	13,15,17	21,23	27,29,31
7.	Smt. Mithlesh	LDC	2	6,8,10	14,16	20,22,24	28,30
8.	Sh. Mahesh Kumar	LDC	2	6,8,10	14,16	20,22,24	28,30
9.	Sh. Bhudesh	LDC	3	7,9	13,15,17	21,23	27,29,31
10.	Sh. Rameshwar	MTS	3	7,9	13,15,17	21,23	27,29,31
11.	Sh. Mahender	LDC	2	6,8,10	14,16	20,22,24	28,30
12.	Sh. Sahil Balayan	LDC	3	7,9	13,15,17	21,23	27,29,31
13.	Sh. Angkan Marik	LDC	2	6,8,10	14,16	20,22,24	28,30
14.	Smt. Bijendri Santriwal	UDC	2	6,8,10	14,16	20,22,24	28,30
15.	Sh. Sanjeev Kumar Rana	LDC	3	7,9	13,15,17	21,23	27,29,31
16.	Sh. Ajay Pratap Singh	LDC	3	7,9	13,15,17	21,23	27,29,31
<b>Accounts Section</b>							
1.	Sh. Jyoti Rajvedi	Accounts Officer	3	6,8,10	13,15,17	20,22,24	27,29,31
2.	Sh. Suresh Kumar	Jr. Accountant	2	6,8,10	14,16	20,22,24	28,30
3.	Smt. Shobha Rawat	Steno	3	7,9	13,15,17	21,23	27,29,31
4.	Smt. Anju Gulati	UDC	3	7,9	13,15,17	21,23	27,29,31
5.	Sh. S.B. Pandey	LDC	2	6,8,10	14,16	20,22,24	28,30
6.	Md. Irfan	LDC	3	7,9	13,15,17	21,23	27,29,31
7.	Sh. Ashok Kumar	LDC	2	6,8,10	14,16	20,22,24	28,30
8.	Sh. Rajender Singh	LDC	3	7,9	13,15,17	21,23	27,29,31

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

To  
All officers/officials by name