

**File No. 45011/23/2020-Admin-I
Ministry of Corporate Affairs
Government of India**

**5th Floor, Shastri Bhawan,
Dr. R.P. Road, New Delhi
Date: 19/03/2020**

CIRCULAR

Sub: Preventive measures to contain the spread of COVID19.

In order to contain the spread of COVID-19 (Coronavirus) and in pursuance of OM of Department of Personnel and Training No. 11013/9/2014-Estt (A-III) dated 19th March, 2019, it has been decided in public interest that only fifty percent of Group B and C employees of the Ministry of Corporate Affairs shall attend office every day.

2. Accordingly, officers/officials mentioned in List -1 annexed with this Order shall attend office on 20th March, 2020 and week commencing 23rd March, 2020, and officers/officials mentioned in List-2 shall work from home during this period. Similarly, officers/officials mentioned in List-2 shall attend office during the week commencing 30th March, 2020 and officers/officials mentioned in List -1 shall work from home during this period.
3. The system will be effective from 20th March, 2020 and shall remain so till 4th April, 2020.
4. This system shall be effective for all Group B and C employees, as well as contractual, outsourced, consultants and Young Professionals of the Ministry of Corporate Affairs including its field offices and statutory/autonomous bodies.
5. Similar lists shall be prepared and issued by the Office of DGCoA, all Regional Directors and statutory/autonomous bodies for the employees under their purview.
6. The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
7. Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5:30 PM
 - (b) 9:30 AM to 6 PM
 - (c) 10 AM to 6:30 PM
8. All employees shall comply with guidelines/advisories issued by the Govt. of India/State Govt. from time to time regarding the precautionary measures to prevent spread of COVID-19.

With regards,



**(Riazul Haque)
Under Secretary
Ministry of Corporate Affairs
Ph: 23381349**

To,

1. All officers and officials of the Ministry of Corporate Affairs (Headquarters)
2. Office of the DGCoA
3. All RDs/ROCs/OLs/ROC-cum-OLs
4. NCLT/NCLAT/SFIO/IBBI/CCI/NFRA/IEPFA/IICA/ICLS Academy

Section	1 st Week (List 1)	2 nd Week (List 2)
Admn.I	Smt. Neelam Suneja, SO	Sh. Ashwani Yadav, ASO
	Smt. Sandhya Kaushik, ASO	Km. Vanita Godara, ASO
	Sh. Abhinav Jain, ASO	Sh. Prince Singla, ASO
	Sh. Sunil, MTS	Sh. Sameer, Outsource
		Sh. Gaurav, Outsource MTS
Admn.II	Sh. Kalloo Ram, SO	Sh. Sumesh, ASO
	Sh. Tanmay Tejaswee, ASO	Sh. Naveen Khatri, ASO
	Sh. Madhav Kr. Singh, ASO	Ms. Anamika Singh, ASO
	Sh. Santosh Kumar, JTA	Sh. Alok Kumar, JTA
	Sh. Ravi, MTS	Sh. Naveen Kumar, Outsource MTS
Admn.III	Sh. S.C. Noonwal, SO	Sh. Himanshu Singh, ASO
	Sh. Raman Kr. Jha, JSA	Ms. Kushagiri, JTA
		Sh. Vijay Pal, MTS
Admn.IV	Sh. A. Ravindaran, SO	Sh. Bal Mukund, ASO
	Sh. Pankaj Pahel, ASO	Ms. Uma Aggarwal, ASO
	Sh. Arun, Kumar, SSA	Sh. Satveer, Outsource MTS
	Sh. Sumer, Outsource	
Budget	Sh. John Sebastian, SO	Sh. Vicky, ASO
	R.S. Bisht, ASO	Sh. Amit, OS
		Sh. Vinod kumar, MTS
Cash	Sh. Neeti Soni, ASO	Sh. D.D. Singh, Consultant
	Sh. Vishal Mani, ASO	Ms. Harpreet Kaur, ASO
	Sh. Sushil Kumar, MTS	Sh. Himanshu, ASO
		Sh. Azar, OS MTS
Competition	Sh. H.N. Hedao, SO	Sh. Subhash Chand, Consultant
	Sh. Shakkell, OS MTS	Sh. Dinesh Kumar, ASO
Coordination	Sh. S.R. Naidu, SO	Sh. Mohit Kaushik, ASO
	Ms. Pooja, ASO	Sh. Sunil Kr. Sharma, ASO
	Sh. Narender, MTS	
CAB	Sh. Laxman Kumar, ASO	Sh. Raj Bahadur Sah, MTS
	Sh. Om Prakash, MTS	Ms. Shaili Sinha, YP
CSR	Sh. Ramesh Kumar Pal, STA	Sh. B. Suresh Babu, JTA
	Sh. Rajesh Kumar, OS MTS	Sh. Amandeep Singh, ASO
	Sh. Rajender, OS MTS	Sh. Alok Shukla, OS MTS
	Ms. Jyoti Agarwal, YP	Ms. Sarabjeet Kaur, YP
E-Gov.	Ms. Shashi Lekhra, SO	Sh. Sandeep Sindhu, ASO
	Sh. Mohm. Shamim Siddique, STA	Ms. Sonam Ahuja, STA
	Sh. Sandeep Kumar, MTS	Ms. Neha, OS
		Sh. Rohit Maan, OS MTS
General	Ms. Sushma Sharma, SO	Sh. Vipul Arora, ASO
	Sh. Hasibur Rahman	Sh. Mahesh, ASO
	Ms. Azra, OS	Ms. Seema, MTS
	Sh. Ashwani, OS MTS	Sh. Abhishek, OS MTS
	Sh. Roop Chand, SSA	Ms. Leela, MTS
	Sh. Hansraj, MTS	Sh. Deepak, MTS
	Sh. Chet Narayan, MTS	Sh. RajKumar-II, MTS
	Sh. Mani Ram, MTS	Sh. Abhimanyu, MTS
	Sh. Jagdish Prasad, MTS	Sh. Ramesh Chand, MTS
IEPF	Sh. N.K. Bajaj, SO	Sh. Suresh, ASO
Insolvency	Sh. Vineet Khatri, CP	Sh. Niraj Kumar, ASO
	Ms. Sunita, OS	Sh. P.C. Meena, STA
	Sh. Vipin Kumar, JTA	Sh. Tej Narayan, OS
	Sh. Baijanath, OS MTS	
IFD	Sh. S. Narayanan, SO	Sh. Ankit Madiyan, ASO
	Sh. Leelu Singh, MTS	
IGM	Sh. Chandray Soren, ASO	Ms. Kiran Narula, ASO
	Ms. Vandana Paliwal, STA	Ms. Radh Gaur, JTA
	Ms. Kalpana, OS	Sh. Nagender Singh, OS MTS
IICA	Sh. Raghubir Singh, OS MTS	Ms. Priya Garg, ASO
		Sh. Birender Prakash, OS MTS

Section	1 st Week (List 1)	2 nd Week (List 2)
IC	Sh. Vinod Kumar, JTA	Sh. Subhash Chand, MTS
Infra	Sh. Pawan Kumar, ASO	Sh. Kapil Singh, OS MTS
Parliament	Sh. Rajender Kumar, SO	Shri S.S. Sanjwan, SSA
	Sh. Amar Singh, JSA	Shri M.M. Dyani, SSA
		Shri Nikesh Singh Yadav, MTS
PI	Sh. Manish Kumar Sah, JTA	Sh. Dileep Singh, ASO
	Ms. Pritika Sharma, MTS	
Vigilance	Sh. D.K. Singh, SO	Shri Pawan Singh, ASO
	Sh. Baldutt, JSA	Ms. Vandana Rajpriya, ASO
	Sh. S. Karthik Kumar, STA	Sh. Rahul Sharma, OS MTS
	Ms. Aarti, OS	
CL-I	Sh. Avinash Kaushik, STA	Sh. Krishan Paul Dutt, STA
	Ms. Sanjana Ramchandran, JTA	Sh. K.G. Chawla, Consultant
		Sh. Pramod Kumar, MTS
CL-III	Ms. Yamini, JTA	
CL-V	Satish Kumar, STA	Smt. Binni Oberoi, STA
	Ms. Deepali Agarwal, STA	Sh. Jai Chand, MTS
	Sh. Manish Kumar, OS MTS	Sh. Yogesh Kumar, MTS
CL-VII	Sh. Pankaj Kumar, STA	Sh. Chunnu, STA
	Ms. Sneha Rani, JTA	Sh. Nazim, OS MTS
Legal	Sh. Manish Raj, CP	Sh. Meghav Gupta, CP
	Sh. Ravindra Saini, STA	Sh. Yamini Gupta, STA
	Sh. Manish Tewari, OS MTS	Ms. Mamta, OS
Hindi	Sh. Dinu Khan, Consultant	Sh. M.K. Chawla, Consultant
	Sh. Raghubir Singh Khatri, OS	Ms. Rakhi, OS
	Sh. Abhimanyu, OS	Sh. Deepak, OS
R&A	Sh. Jai Prakash Sah, MTS	Sh. Ravinder Kumar, MTS

Raj