

National Bal Bhavan
Kotla Road, New Delhi- 110002

7(17)-1/NBB/Circular/2014/2238.

Dated: 21.03.2020

OFFICE ORDER

In pursuant to Office Memorandum 11013/9/2014-Estt (A-III) dated 19th March, 2020 issued by DoP&T regarding preventive measures to control the spread of COVID19 wherein instructions have been issued that Heads of Department (HoDs) may ensure that 50 percent of Group B and C employees are required to attend office every day, and the remaining 50 percent staff should be instructed to work from home. Accordingly, roaster for the first week have been prepared in accordance with the above OM which includes officials who are residing in the close proximity to the work place & use their own transport to travel to the office. Similarly, roaster for the second week have been prepared excluding the employees engaged in essential/emergency service.

A copy of the roaster for 24-28 March & 31 March-04 April, 2020 is enclosed. The officials who are working from home on a particular day as per the roaster drawn up should be available on telephone & electronic means of communication at all times. They should attend office, if called for any exigency of work.

This issues with approval of the Competent Authority.



(Mukesh Gupta)
Dy. Director (Admn.)

- CC: 1. All employees of NBB/JBB
2. Website of NBB