

**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**Directorate General: All India Radio**  
**Civil Construction Wing**  
**6<sup>th</sup> Floor, Sookna Bhawan New Delhi**  
**Ph : 24367360**

No. **SSW-II/CW-I/CCW/AIR/TP/2019-20/PART file/**

Dated : **18/05/2020**

**Office Memorandum**

**Subject- Roster of officers and staff at the office of CE, CCW, New Delhi for essential requirements as a part of precautionary measures to contain the spread of COVID-19**

This has reference to Prasar Bharati O.M. Number D-13023/15/2019-20/GA-I/part file Dated 17/04/2020.

The list of officers and staff including contractual required for attending of their respective offices for discharging essential functions from **19/05/2020 to 22/05/2020** is as under.

1. Sh RM Garg, SSW-I (9:00AM to 5:30PM)
2. Sh AK Gupta, S S W-II(9:30 AM to 6:00 PM)
3. Sh Rajeev Garg, SSW- III(10 AM to 6:30PM)
4. Sh RK Talwar, EO -II (9:00AM to 5:30PM)
5. Ms. Saraswati Kumari, S.O. (9:30 AM to 6:00 PM)
6. Sh D Sen AE, Legal (9:00AM to 5:30PM)
7. Sh. S.D Sharma, Consultant(9:00AM to 5:30PM)
8. Sh Anil Kumar , Stenographer(9:30 AM to 6:00 PM)
9. Sh S.K Sharma AE(P) (10 AM to 6:30PM)
10. Smt. Shama Pathak, UDC (9:00AM to 5:30PM)
11. Sh N.K. Mehra , Consultant(9:30 AM to 6:00 PM)
12. Sh Munda , Cashier (10 AM to 6:30PM)
13. Smt. Poonam Wadhwa, E/Clerk (9:00AM to 5:30PM)
14. Sh Phool Chand, UDC ( 9:30 AM to 6:00 PM)
15. Sh Deepak Luthra, UDC(9:30 AM to 6:00 PM)
16. Sh. Dev Singh , Driver (10 AM to 6:30PM)
17. Sh Yadav Prasad, .MTS (9:00AM to 5:30PM)
18. Sh Chander Negi, MTS(9:30 AM to 6:00 PM)
19. Sh . Sandeep Contractual (10 AM to 6:30PM)
20. Sh Rajendra, Contractual (8:45AM to 6:45PM)
21. Sh Amit kumar, Contractual(9:30 AM to 6:00 PM)
22. Sh . Nishant , DEO (10 AM to 6:30PM)
23. Sh Divakar Mishra(9:30 AM to 6:00 PM)
- 24.. Sh Ramavtaar , Driver (9:00AM to 5:30PM)
25. Sh P. S. Jalal, Peon (10 AM to 6:30PM)
26. P.C Mahto, Daftry((10 AM to 6:30PM)

**SSW- I office**

1. R.K Sharma ASW(C)\_(10 AM to 6:30PM)
2. Sh HP Singh SW(C) (9:30 AM to 6:00 PM)
3. Sh Rakesh Malhotra, EA(10 AM to 6:30PM)
4. Sh T.K. Dwari AE( P) (9:00AM to 5:30PM)

- 5.Smt Sujatha, Steno (9:30 AM to 6:00 PM)
- 6.Sh Kanwaljeet, Steno (10 AM to 6:30PM)
7. Sh. Raj Kumar D/Man Gr.II(10 AM to 6:30PM)
- 8.Sh Lal Babu, Daftary (9:00AM to 5:30PM)
9. Sh Ramesh, MTS (9:30 AM to 6:00 PM)
- 10.Smt. Raj Bala, MTS(10 AM to 6:30PM)

### **SSW- III office**

- 1.Sh. Nahar Singh, SW(C) (9:00AM to 5:30PM)
2. Sh. P.K Aggarwal, ASW(C)( 9:30 AM to 6:00 PM)
3. Sh. Ashok Chakarvorty AE(C)-P(10 AM to 6:30PM)
- 4.Sh. P. Sarkar, AE(C)-P (9:00AM to 5:30PM)
- 5.Sh. Gurdev Singh AE(C)-P)( 9:30 AM to 6:00 PM)
- 6.Smt. Ramesh Rani, Peon(10 AM to 6:30PM)

### **Architect Wing**

1. Sh. Joginder Khatri, T.O(9:00AM to 5:30PM)
- 2.Sh. Vijay Kumar, TO(10 AM to 6:30PM)
3. Sh. Narender Taryal, AA (9:30 AM to 6:00 PM)
4. Sh. Pradeep Talwar, AA (10 AM to 6:30PM)

**The other officers and staff would be working from home. They should be available on telephone and electronic means for communications at all times. They should attend office, if called for, in case of any exigencies of work.**

**It is further advised that SEs/EEs for Civil and Electrical Discipline will draw the roster of essential staff in their Circles/Offices and advise the field units so that essential services are not disturbed.**

**The offices in Green Zone as notified by the Government will work regularly with 100% strength.**

The EE(C) -III , Soochna Bhawan to take note that caretaking staff should be made minimal at Soochna Bhawan. Sirifort Auditorium should be judiciously closed. Only bare minimum washroom should be made operational.

The care- taker should open only those rooms concerning to officers and staff who are mentioned in the roster.

***This issues with the approval of the Chief Engineer.***

**(Avinash Kumar Gupta)**  
**Superintending Surveyor of Works-II**

**Copy to :**

1. PS to E-in-C (Broadcasting ) PS to E-in-C (Special Initiative and Common Services ) (SICS) , PB Secretariat, Tower 'C', Mandi House, New Delhi .
2. ADG(HR), Prassar Bharati, PB Secretariat, Tower 'C' Mandi House New Delhi.
3. PS to CE(Civil)
- 4.CVO,Prasar Bharati, Mandi House, Copernicus Marg, New Delhi
- 5.All SEs(Civil)/SSWs( C)/(E)
- 6.All EEs.,CCW,All India Radio.
- 7.SE(T) for uploading on PB website
- 8.Persons concerned.
- 9.Guard File