

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES

(University of Delhi)

B-Block, Vikaspuri, New Delhi-110 018.

Dated: 05.01.2022

Ref.No.IPE/2022/19/863

NOTICE

In view of Office Order No.Estab.II(i)/330/COVID-19/M/2021/18 dated 05.01.2022 issued by the Registrar, University of Delhi regarding the 50% attendance of Employees below the level of Section Officer, Duty Roster in respect of Non-Teaching Employees of the Institute is attached herewith. The Duty Roster will be implemented w.e.f. 06.01.2022 onwards till further orders in this regard subject to the conditions listed below:

1. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
2. The officers/staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - (a) 9.00 a.m. to 5.30 p.m.
 - (b) 10.00 a.m. to 6.30 p.m.
3. All employees residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
4. Those employees who are not attending office and **working from home** shall be available on telephone and other electronic means of communication (Whatsapp, Telegram & Email etc.) at all times.
5. The employees unable to attend the Institution as per duty roster due personal reasons shall have to apply for suitable leave.
6. The employees of the Institute shall not leave station without prior permission/approval of Competent Authority. Further, they may apply for leave while leaving the station.
7. All employees have to ensure strict compliance with Covid-appropriate behavior viz frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
8. Employees suffering from fever, cough, cold and sore throat etc. shall not attend the office and are required to take treatment for the same and submit their fitness report before joining the office.

This issues with the approval of the Competent Authority.

Sd/-
(B.B. KHATRI)
SECTION OFFICER (ADMN.)

Copy to:

1. Staff Notice Board
2. Circulation among Non-Teaching Staff.
3. Section Officer (Admn.)
4. P.A., Principal Office.
5. Website of the Institute.
6. Office File.

(B.B. KHATRI)
SECTION OFFICER (ADMN.)

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES

(University of Delhi)

B-Block, Vikaspuri, New Delhi-110 018.

Dated: 13.01.2022

Ref.No.IPE/2022/19/

NOTICE

This is in continuation to this office Notice No.IPE/2022/19/863 dated 05.01.2022 whereby the Duty Roster w.e.f. 05.01.2022 to 14.01.2022 for Non-Teaching Staff was circulated.

All the Non-Teaching Staff members are required to note their Duty Roster w.e.f. 17.01.2022 to 21.01.2022 (Copy of the Duty Roster is attached herewith). All other Terms and Conditions will remain the same as notified earlier vide Notice No.IPE/2022/19/863 dated 05.01.2022.(Copy attached for ready reference).

Sd/-

(B.B. KHATRI)

SECTION OFFICER (ADMN.)

Copy to:

1. Staff Notice Board
2. Circulation among Non-Teaching Staff.
3. Section Officer (Admn.)
4. P.A., Principal Office.
5. Website of the Institute.
6. Office File.

(B.B. KHATRI)

SECTION OFFICER (ADMN.)

S. No.	Monday 17.01.2022	Tuesday 18.01.2022	Wednesday 19.01.2022	Thursday 20.01.2022	Friday 21.01.2022
1.	Amar Singh Rana	Amar Singh Rana	Amar Singh Rana	Amar Singh Rana	Amar Singh Rana
2.	B.B. Khatri	B.B. Khatri	B.B. Khatri	B.B. Khatri	B.B. Khatri
3.	Raju Sharma	Raju Sharma	Raju Sharma	Raju Sharma	Raju Sharma
4.	Sangeeta Sharma	Sangeeta Sharma	Sangeeta Sharma	Sangeeta Sharma	Sangeeta Sharma
5.	C.S. Sharma	C.S. Sharma	C.S. Sharma	C.S. Sharma	C.S. Sharma
6.	Gulshan Pahwa	Gulshan Pahwa	Gulshan Pahwa	Gulshan Pahwa	Gulshan Pahwa
7.	Tirlok Chaudhary	Tirlok Chaudhary	Tirlok Chaudhary	Tirlok Chaudhary	Tirlok Chaudhary
8.	Amit Kumar	Amit Kumar	Amit Kumar	Amit Kumar	Amit Kumar
9.	-	Sanjay Kumar	-	Sanjay Kumar	-
10.	Lokesh Kaushik	Nitish Dabas	Lokesh Kaushik	Nitish Dabas	Lokesh Kaushik
11.	Mohan Singh	Javad Ahmed	Mohan Singh	Javad Ahmed	Mohan Singh
12.	-	Gulshan Chawla	-	Gulshan Chawla	-
13.	Madhu Trikha	-	Madhu Trikha	-	Madhu Trikha
14.	Sohan Singh	-	Sohan Singh	-	Sohan Singh
15.	Sonia Joshi	H.D.S. Rawat	Sonia Joshi	H.D.S. Rawat	Sonia Joshi
16.	Mahesh Kumar	Rahul	Mahesh Kumar	Rahul	Mahesh Kumar
17.	Chetna Sahu	Shashi Kumari	Chetna Sahu	Shashi Kumari	Chetna Sahu
18.	Gopi Prasad	Bhupati Sharma	Gopi Prasad	Bhupati Sharma	Gopi Prasad
19.	-	Subhash Chander	-	Subhash Chander	-
20.	Chander Partap	Sanjeev Kumar	Chander Partap	Sanjeev Kumar	Chander Partap
21.	-	Shalini Sharma	-	Shalini Sharma	-
22.	Sonu Kumari	Suman Saini	Sonu Kumari	Suman Saini	Sonu Kumari
23.	Darshna Chatterjee	Naresh Kumar	Darshna Chatt.	Naresh Kumar	Darshna Chatt.
24.	Shree Chand Puri	Zhama Lal	Shree C. Puri	Zhama Lal	Shree Chand Puri
25.	Rishipal	Ankur Gola	Rishipal	Ankur Gola	Rishipal
26.	Ashok Kr. Saini	Mohit Rana	Ashok Kr. Saini	Mohit Rana	Ashok Kr. Saini
27.	Anil Rana	Ramesh Chand	Anil Rana	Ramesh Chand	Anil Rana
28.	Rajneesh Talwar	-	Rajneesh Talwar	-	Rajneesh Talwar
29.	Sahil Kumar	Vikas Rana	Sahil Kumar	Vikas Rana	Sahil Kumar
30.	-	Rahul Rangji	-	Rahul Rangji	-
31.	Narendra Kumar	Sachin Nain	Narendra Kumar	Sachin Nain	Narendra Kumar
32.	Mohal Lal	Ganesh Giri	Mohal Lal	Ganesh Giri	Mohal Lal
33.	Ishtyak Ahmed	Sher Singh	Ishtyak Ahmed	Sher Singh	Ishtyak Ahmed
34.	Chaman Kumar	Gopal Singh	Chaman Kumar	Gopal Singh	Chaman Kumar
35.	Kamal Bansal	Gyan Chand	Kamal Bansal	Gyan Chand	Kamal Bansal
36.	Prashant Choudhary	Sachin Lakra	Prashant Choudhary	Sachin Lakra	Prashant Choudhary
37.	Rinku	Anurag Vimal	Rinku	Anurag Vimal	Rinku
38.	Jyoti	-	Jyoti	-	Jyoti