

No.35/1/NCSC/2020-Gen.Admn.
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 14th October, 2020

OFFICE ORDER

Subject: Attendance of officials (including outsourced staff) of NCSC -reg.

In pursuance of Department of Personnel and Training's Office Memorandum No.11013/9/2014-Estt.A.III dated 7th October, 2020 and taking account exigency of work, it has been decided as under:

- (a) All officers of the level of Under Secretary and above will attend office on all working days.
 - (b) Officials below the level of Under Secretary and outsourced staff will also attend office on all working days.
 - (c) Officials (including outsourced staff) residing in containment zone are exempted from coming to office till the containment zone is denotified. Officials (including outsourced staff) living in containment zone shall intimate the Administration that he/she is in the containment zone so that, order exempting him/her from attending office till containment zone is denotified is issued. Official (including outsourced staff) who are living in containment zone and have been exempted from attending office will work from home and should be available on telephone and electronic means of communication at all times.
 - (d) Persons with Disabilities and Pregnant women employees (including outsourced staff) will continue to work from home till further orders. Persons with Disabilities and Pregnant women employees (including outsourced staff) shall intimate Administration about their Disability/Pregnancy so that, order exempting him/her from attending office until further order is issued.
 - (e) Officials (including outsourced staff) have the option to attend office either from 9.00 A.M. to 5.30 P.M. or 10.00 A.M. to 6.30 P.M. Therefore, officials (including outsourced staff) are requested to intimate their controlling officer and the administration the time-slot during which he/she will be attending office.
 - (f) All the officials (including outsourced staff) attending office shall mark their attendance in the attendance register/sheet kept in the Administration. Failing which, it may be treated that they (he/she) did not attend office on the day attendance was not marked.
2. All those who work from home shall keep a record of work done from home date-wise.

This issues with the approval of competent authority.


(Kishan Chand)
Under Secretary to the Govt. of India
Tel. No. 011-24606845

To

1. All Employees/Officers of NCSC Headquarter.
2. Heads of All State Offices of NCSC
3. Notice Board
4. NCSC website.

Copy to

Sr. PPS to Secretary, NCSC and PS to Joint Secretary, NCSC.