



No. 3(5)/1/86-Estt./LAC/94/Vol.VI/2376-2392

Date: 04.05.2020



निस्समे
ni-msme



राष्ट्रीय सूक्ष्म, लघु और मध्यम

उद्यम संस्थान (निस्समे)

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OFFICE ORDER

Sub: Preventive measures to contain the spread of COVID-19-reg
Ref: MHA order no.40-3/2020-DM -I(A) dated 01.05.2020

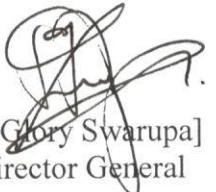
The Ministry of Home Affairs, vide its order dated 01.05.2020 has issued consolidated revised guidelines on the measures to be taken by the Ministries/Departments of the Govt. of India, State/UT govt. and State/UT authorities for containment of COVID-19 in the country.

g. All Govt. offices shall function with officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend upto 33% as per requirement.

In pursuance of the above instructions, all Group A' officers i.e. Director, FM , AFM and Sr. Faculty Consultants shall attend office regularly w.e.f. 04.05.2020 as given below:-

Sl.No.	Name of the officer & Designation
1.	Dr. Ashwani Goel, Director (Academics)
2.	Shri Sandeep Bhatnagar, Director (Marketing & Business Development)
3.	Dr. Dibyendu Choudhury, FM (SEM)
4.	Shri K. Surya Prakash Goud, FM (SED)
5.	Shri G. Sudarshan, FM (Marketing)
6.	Dr. E. Vijaya, FM (SEM) & Admin i/c
7.	Dr. K. Visweswara Reddy, FM (SEM) & Rector
8.	Shri Koteswara Rao Jagannadham , AFM (SED)
9.	Smt. V. Swapna, AFM (SEM)
10.	Dr. Shreekant Sharma, AFM (SEE)
11.	Shri N. Murali Kishore, Asst. Registrar
12.	Dr. Gurpreet Singh Gill, Sr. Faculty Consultant
13.	Smt. Jyoti Gupta, Sr. Faculty Consultant
14.	Shri Satya Prasad, Sr. Faculty Consultant

This office order may also be treated as Duty Pass for producing to the police in the exigency.


[S. Glory Swarupa]
Director General

To
All the Officer, ni-msme, Hyderabad()

o/c
2nd / 11/5/2020

Copy to:-

1. FM (SEM) & Admin i/c
2. Director General's Peshi
3. Notice Board and Whatsapp
4. Office Guard file