



निम्समे
ni-msme



राष्ट्रीय सूक्ष्म, लघु और मध्यम
उद्यम संस्थान (निम्समे)
National Institute for
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Date: 19.05.2020

OFFICE ORDER

Sub: Preventive measures to contain the spread of COVID-19-Attendance -reg
Ref: 1. MHA order no.40-3/2020-DM-I(A) dated 17.05.2020.
2. DoPT O.M.no. 11013/9/2014-Estt.A.III dated 18.05.2020

The Ministry of Home Affairs, vide their order dated 15.04.2020 and DoPT vide O.M. dated 18.05.2020 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. In accordance with these guidelines, it has been decided that the attendance in Central Govt. offices shall be regulated as follows:-


(a) All officers of the level of Deputy Secretary and above shall attend office on all working days.

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. 18th May 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 Jagannandham, AFM (SED)
9.	Smt. V. Swapna, AFM (SEM)
10.	Dr. Shreekant Sharma, AFM (SEE)
11.	Shri N. Murali Kishore, Asst. Registrar
12.	Dr. Gupreet Singh Gill, Sr. Faculty Consultant
13.	Smt. Jyoti Gupta, Sr. Faculty Consultant
14.	Shri Satya Prasad, Sr. Faculty Consultant

Those officials who are not attending the office, his/her attendance will be treated as absence.

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


[Dr. E. Vijaya]
FM (SEM) & Admin i/c

To
All the Officer, **ni-msme**, Hyderabad

Copy to:-

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