



**निम्समे**  
**ni-msme**



राष्ट्रीय सूक्ष्म, लघु और मध्यम  
उद्यम संस्थान (निम्समे)  
National Institute for  
Micro, Small and  
Medium Enterprises  
(ni-msme)

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

Date: 20.04.2020

**OFFICE ORDER**

Sub: Preventive measures to contain the spread of COVID-19-Functioning of office from 20.04.2020 –instruction issued -reg

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The Ministry of Home Affairs, vide its order No.40-3/2020-DM-I(A) dated 15.04.2020 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. Clause 18(ii) of the consolidated Revised Guidelines, inter alia, states as under:-

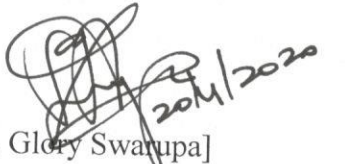
Office of the Govt. of India, its Autonomous/Subordinate Offices will remain open, as mentioned below:-

- i. xxxxxxx
- ii Other Ministries and Departments, and offices under their control, are to function with 100% attendance of Deputy Secretary and level above that, Remaining Officers and staff to 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. 20<sup>th</sup> April 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

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

Copy to:-

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