

No. A-42021/17/2020-Adm(LDO)-UD | 372
 Land & Development Office
 Ministry of Housing & Urban Affairs
 Government of India

Nirman Bhavan, New Delhi
 Dated: 19th April, 2021

Subject: Functioning of Office of Land & Development Office during the period of Lockdown to contain COVID-19 – attendance of Officers and Staff in Office.

In accordance with Ministry of Housing & Urban Affairs O. M. No. O-15016/1/2020-Admn. I dated 19th April 2020, it has been decided that officers and staff of L&DO will attend office by rotation during the period of Lockdown from 20th April 2021 onwards as under: -

Alternate working days from 20 th April, 2021	Sh. Sujit Kumar Mishra, Dy. L&DO.I	Along with Sections under his charge
	Sh. Satish Kumar Singh, Dy. L&DO-IV	
	Sh. Diwakar Kumar Barnwal, Dy. L&DO-VI	
Alternate working days from 22 nd April, 2021	Sh. Din Dayal, Dy. L&DO.II	
	Sh. S. Padmanabha, Dy.L&DO-III	
	Sh. Rajiv Kumar Das, Dy. L&DO-V	
	Sh. Pappu Kumar Singh, Dy. L&DO.VII	
Technical /Enforcement Division		
Engineer Officer may plan a roster of duty accordingly to ensure 50 percent of officers and staff in Tech. Divn to attend the office every alternate working day during the lockdown period.		
NIC, L&DO		
Technical Director may issue roster and ensure 50 percent of staff to attend the office every alternate working day and as per requirement during the above period.		
IAC/Accounts/Cash		
Sr Accounts Officer may ensure 50 percent of staff in IAC/Accounts/Cash Sections attend office on every alternate working day during the lockdown period.		

2. The Officer/Staff will attend office as mentioned above and as per requirement. The remaining will work from home and will complete the task given by the Officer; they will also be available on telephone/other electronic means of communication for any urgent official work as per extant orders; in case of specific requirement they may be called to attend the office.

3. All Officials residing in containment Zones shall continue to be exempted from coming to office till the containment zone is de-notified.

4. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.

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5. All Officials who attend office shall strictly follow Covid-19 appropriated behavior including wearing mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
6. Entry of Outsiders/Wednesday-Public Meeting is postponed until further orders.
7. In compliance of M/o HUA's O.M. No. O-15016/1/2020-Admn.I dated 06.04.2021, all employees of the age 45 years and above are advised to get themselves vaccinated.
8. It is reiterated that punctuality in attendance as per office hours ie., 9.30 am to 6.00 pm should be strictly adhered to. Those who are not attending duty as per roster may apply for leave.
9. This issues with the approval of Land & Development Officer.

Pappu Kumar Singh
19/04/21

(Pappu Kumar Singh)
Dy. Land & Development Officer(Admn.)

To: All Officers / Staff of L&DO
Copy to: PS to JS PA to L&DO