

F.No.4-1/34/2007- 2008 /CSL  
Central Secretariat Library  
Admn Section

New Delhi, Dated: 01.07.2019

**OFFICE ORDER NO. 07/2019**

The following Officers and Staff members are requested to attend the office on the dates and time mentioned against their names. The staff is requested not to take leave during his/her duty. **If necessary, duty can be exchanged mutually and the concerned officer should inform in writing to admin section in advance to avoid inconvenience.** Staff is assigned the duties as per the following schedule:-

**{Morning 8.30a.m. to 5:00p.m}**

S.No.	Name of the Officials	Period
1.	Sh. Vinit Kumar, LIA	01-05/07/2019
2.	Sh. Arvind Rithoriya, LIA	08-12/07/2019
3.	Sh. Vinay Prabhakar Mishra, LIA	15-19/07/2019
4.	Sh. Vinit Kumar, LIA	22-26/07/2019
5.	Sh. Arvind Rithoriya, LIA	29/07 - 02/08/2019
6.	Sh. Vinay Prabhakar Mishra, LIA	05-09/08/2019
7.	Sh. Arvind Rithoriya, LIA	12-16/08/2019
8.	Sh. Vinay Prabhakar Mishra, LIA	19-23/08/2019
9.	Sh. Vinit Kumar, LIA	26-30/08/2019

**{Evening 10.30am to 7.00pm}**


S.No.	Name of the Officials	Period
1.	Sh. Y A Rao, ALIO	01-05/07/2019
2.	Sh. Munesh Sen, ALIO	08-12/07/2019
3.	Sh. Rakesh Goswami, ALIO	15-19/07/2019
4.	Sh. Niraj Kumar, ALIO	22-26/07/2019
5.	Sh. R R Panday, ALIO	29/07 - 02/08/2019
6.	Sh. Harsh J Bhaskar, ALIO	05-09/08/2019
7.	Sh. Arvind Rithoriya, LIA	12-16/08/2019
8.	Sh. Vinay Prabhakar Mishra, LIA	19-23/08/2019
9.	Sh. Vinit Kumar, LIA	26-30/08/2019

**Roster of SLA/Janitor**

S.No.	Name of the Officials	10.30am to 7.00pm
01.	Sh. Mukesh Kumar, Janitor	All above mentioned date

The Officer /Officials on duty from 10.30am to 7.00pm should consider the request of A&A Section, Library Section, Akademi Section. & Hindi Section if there is a need to open the library in late hours.

Note: If any official (s) proceeds on leave during the period mentioned against their name He / she is directed attend the next duty.

  
(J P Mahaur)  
LIO (Admn.)

F.No.4-1/34/2007- 2008/CSL  
Central Secretariat Library  
Admn Section

Dated: 01.07.2019


OFFICE ORDER NO 08  
/2019  
SATURDAY DUTY ROSTER

Following staff will be on duty at the Reference and Issue / Return Counter of the Circulation Section on the dates indicated against their names. The staff is requested not to take leave during his/her duty. **If necessary, duty can be exchanged mutually and the concerned officer should inform in writing to admin section in advance to avoid inconvenience.** Staff is assigned the duties as per the following schedule:-

S. No.	Name of the Officials		Date
1.	Sh. Y. A. Rao, ALIO	Sh. Vinay Prabhakar Mishra, LIA	06/07/2019
	Sh, Mukesh Kumar, Janitor		
2.	Sh. Munesh Sen, ALIO	Sh. Vinit Kumar, LIA	13/07/2019
	Sh, Mukesh Kumar, Janitor		
3.	Sh. Rakesh Goswami, ALIO	Sh. Arvind Rithoriya, LIA	20/07/2019
	Sh, Mukesh Kumar, Janitor		
4.	Sh. Niraj Kumar, ALIO	Sh. Vinay Prabhakar Mishra, LIA	27/07/2019
	Sh, Mukesh Kumar, Janitor		
5.	Sh. R R Panday, ALIO	Sh. Vinit Kumar, LIA	03/08/2019
	Sh, Mukesh Kumar, Janitor		
6.	Sh. Harsh J Bhaskar, ALIO	Sh. Arvind Rithoriya, LIA	10/08/2019
	Sh, Mukesh Kumar, Janitor		
7.	Sh. Y A Rao, ALIO	Sh. Vinay Prabhakar Mishra, LIA	17/08/2019
	Sh, Mukesh Kumar, Janitor		
8.	Sh. Munesh Sen, ALIO	Sh. Vinit Kumar, LIA	31/08/2019
	Sh, Mukesh Kumar, Janitor		

All the officers and staff members mentioned above are directed to attend the office at 9.00 am to 5.30 pm during the days mentioned against their names strictly.

All staff members are requested to take note of this order for strict compliance.

  
(J P Mahaur)  
LIO (Admin)

Copy to all Concerned