



NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

(ICSSR Institute in Collaboration with Government of Odisha)

No. 230 / NCDS

Date : 20.03.2020

NOTICE


To

All Staff of NCDS
(including Research Scholars &
All Project staff)

The following decisions are taken as precautionary measures with concern to COVID-19.

1. All academic staff can work from home, if they so desire.
2. The Project in charge (Project Coordinator/Project Director/Principal Investigator/Others) can allow their research/project staff to work from home, which includes giving them headquarter leaving permission.
3. Group C & Group D employees as also personnel through third party service providers, will attend to their duties on rotation basis, as decided by the Secretary. Their wages will not be deducted for their days of absence on account of rotation.
4. The staffs dealing with administration and accounts can plan their working hours in consultation with Secretary.
5. All those working from home may use virtual medium (e-mail/social media/phone/others) to communicate. They may first send their messages on personal Whats App to the concerned authorities and, if required, follow it up with e-mail. If these mediums do not work then they may use others.
6. All NCDS staff cannot leave the headquarters without permission.

This will be effective from 21.03.2020 to 31.03.2020.



20/03/2020
SECRETARY

ROSTER DUTY OF NCDS STAFF

Administrative, Library and Accounts Staff

Sl.No.	Name	Date of Roster duty
1.	Mr. D.B. Sahoo	23 rd , 25 th , 27 th , 30 th and 31 st March, 2020
2.	Mr. N.K.Mishra	All working days
3.	Mr. P.K.Mishra	21 st , 24 th , 26 th , 30 th and 31 st March 2020
4.	Mr. P.K.Mohanty	21 st , 23 rd , 25 th , 27 th , 30 th and 31 st March, 2020
5.	Mrs. S.M.Pani	23 rd , 25 th , 27 th , 30 th and 31 st March, 2020
6.	Mrs. A.P.Panda	21 st , 24 th , 26 th , 30 th and 31 st March 2020
7.	Mr. P.K.Malia	26 th , 27 th , 30 th and 31 st March 2020
8.	Mr. N.Mohapatra	All working days
9.	Sri B.N.Rath	All working days
10.	Ms. M.Pradhan and Sri B.Digal	21 st , 24 th , 26 th and 30 th March 2020
11.	Mr A.C. Malla and Mr. S.B.Sahoo	23 rd , 25 th , 27 th and 31 st March 2020
12.	Mr. A.C. Sahoo	21 st , 27 th , 30 th and 31 st March 2020
13.	Mr. Ramachandran	21 st , 27 th , 30 th and 31 st March 2020
14.	Mr. G.Samal and Mr. Sunil Bhoi	23 rd , 24 th , 25 th and 26 th March 2020

However, the staffs can be called to the office as and when required.


20/03/2020
SECRETARY