

**No.A-43011/2/2019-Admn.I (Pt.II)**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**

Krishi Bhawan, New Delhi – 110 001  
23<sup>rd</sup> March 2020

**ORDER**

**Subject: Preventive measures to contain the spread of COVID-19 - reg.**

In pursuance of DOP&T's O.M. No.11013/9/2014-Estt.A.III, dated 22.3.2020, following arrangements are made to comply with the directions contained therein to fulfil the objective of running the office with bare minimum/Skelton staff:

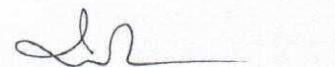
(i) Office of Secretary and Offices of all Joint Secretaries and Animal Husbandry Commissioner will be functioning on all working days and as per the need;

(ii) The provisioning of transport facility for officers and staff will be made by Admn.II Section and it will also be ensured that 5 to 6 vehicles are available in the premises of Krishi Bhawan to provide transport facility to and from residence to officials on duty;

(iii) In compliance of DOP&T's directions, roster duty with skeleton staff is ordered as under on all working days till 03.04.2020 :

<b>S. No.</b>	<b>Date</b>	<b>Name &amp; Designation</b>	<b>Back-up team</b>
1.	24.03.2020 and 25.03.2020	Sh. Dharm Prakash (9560923139) Anirban Guha, LO (9836341948) Shri Siddharth Shankar, SSO (9868562225) Shri Viresh, ASO (8285052466) Shri Sunil Kumar, ASO (8287892568)	Dr. Surinder Pal, AC (8397992891) Shri Sachin, ASO (98183338482)
2.	26.03.2020 And 27.03.2020	Dr. Gagan Garg, AC (9868776930) Shri Narender Kumar, US (9013292664) Shri Neeraj Kush, ASO (9255657146) Shri Mahesh Chand, SSA (9810325656)	Dr. Aniruddha Padmakar Udaykar, LO (8888962120) Shri Hemant, ASO (9716722294)

....2/-

  
23/03/2020

3.	30.03.2020 And 31.03.2020	Dr. H.R. Khanna, AC (9717274605) Dr. Aniruddha Padmakar Udaykar, LO (8888962120) Shri Balbir Singh, US (Cash) (9868140314) Shri Shalender Kumar, Fodder Agronomist (9958865616) Shri Manoj Kumar, ASO (9416557027)	Dr. Adhiraj Mishra, LO (9438077732) Shri Bharat, ASO (9650018278)
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Standby team from 01.04.2020, if needed


4.	01.04.2020 and 03.04.2020	Dr. Sujit Nayak, AC (9717529337) Dr. Surinder Pal, AC (8397992891) Shri Deepak Sethi, US (987359232) Shri Anurag, JSO (7808341443) Shri P.K. Sarkar, ASO (9971580386) Shri Adhiraj Mishra, LO (9438077732) Shri Manoj Kumar, ASO (9416557027)	Dr. Pramod Kumar Kaushik, AC (9950522401)) Shri Naveen Kumar, PS (9868228034)
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Note: The above officer/officials may be contacted at Control Room Phone No.011-23070149, or the mobiles numbers as mentioned above. This facility set-up would ensure attending to all important/essential services of the DAHD.

(iv) The officers and staff of GC/PC will coordinate within the Department and with other nodal Department like DOP&T etc, and give wide publicity to the mobile, Office land line numbers, and e-mail addresses of all senior officers and officers deployed as above on twitter and social media to facilitate their contact.

(v) The overall coordination will be made by Nodal Officer Shri S.C. Srivastav, DS (Admn.I) (Mob: 09013975957) with the assistance of Shri Dharm Prakash, US (9560923139) Shri Rohit Tewari, US (Admn.I) (Mob: 09312410943) and Shri Naveen Kumar, PS (Mob:09868228034).

2. All officers and staff including those of Attached and Subordinates of this Department are hereby advised to strictly comply with the instructions contained in aforesaid DOP&T's OM. Dated 22.03.2020.

  
23/03/2020

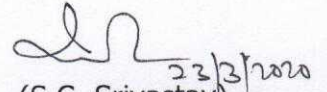
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3. All the Divisional Heads / Administrative Units are requested to take cognizance of all the necessary measures contained in the aforesaid OM for strict compliance at headquarters office as well as subordinate/field offices under their administrative control.

4. Besides roster duties as mentioned in para 1(iii) above, the officers/staff concerned with the following essential work are required to attend office from 23<sup>rd</sup> March and until 3<sup>rd</sup> April, 2020):-

- I. Cash Section (release of funds and salary/ pension orders etc.).
- II. General Administration (for arrangement of transport and other essential services)
- III. IFD and Budget (for necessary action on account of closing of financial year).
- IV. R&I Section (for receiving of essential dak).

5. O/o Secretary (AHD) and C&DD Division has issued orders separately in respect of their functions and deployment of staff (copies of orders are enclosed as Annexure I & Annexure II).

  
(S.C. Srivastav)

Deputy Secretary to the Govt. of India  
Tele: 23382779

Encl.: As above.

**To:**

1. PS to Hon'ble Minister (Fisheries, Animal Husbandry and Dairying)
2. PS to Hon'ble Minister of State (Animal Husbandry and Dairying)
3. Sr.PPS to Secretary, Department of Animal Husbandry and Dairying
4. PPS to AHC, DAHD
5. PS to JS(GNS)/ JS(MKS)/ JS(OPC)/ JS(UB)/ Adviser(Stats)
6. All officers/officials who have been deployed as per above order. They are directed to strictly comply with the directions. They will submit through e-mail the report to the nodal officers every day before leaving the office. For transport facility, they may contact with Shri Dharam Prakash, US (Admn.II) (9560923139).
7. Directors/JCs/DSs/DCs/ACs/DDs/USs in D/o AHD.
8. DS (GC/PC)/DD(GC/PC).
9. US(Admn.III), US(Admn.IV), US(Admn.VI) with a request to circulate DOP&T's advisory contained in OM dated 22.03.2020 to all subordinate/ attached offices under their administrative control.
10. SSO (GC/PC)
11. All Sections/Cells/Units in D/o AHD.
12. NIC, with a request to upload the same on the website of the Department.

F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi

Dated 22.03.2020

**OFFICE MEMORANDUM**

**SUB: Preventive measures to contain the spread of COVID -19**

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
  - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
  - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
  - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.

  
22/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT

**DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING**  
**OFFICE OF THE SECRETARY**

**Roster in the office of Secretary (AHD)'s office from 23.3.2020 to 31.3.2020:-**

**23, 25 & 27.3.2020:-**

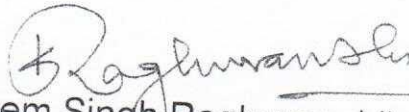
1. Shri Prem Singh Raghuvanshi, SO
2. Shri J.S. Mann, PS
3. Shri Divij, Outsourced Data Entry Operator
4. Shri Rajesh, MTS
5. Shri Deep Chand, MTS
6. Shri Tanuj Pojta, Outsourced MTS

**24, 26, 30.3.2020:-**

1. Shri D.K. Sharma, Sr.PPS
2. Smt. Sumita Banerjee, PPS
3. Mohd. Yusuf, Steno
4. Shri Jitender, MTS
5. Shri Shukla, MTS
6. Shri Paswan, Outsourced MTS

**31.3.3030:-**

1. Shri Prem Singh Raghuvanshi, SO
2. Shri J.S. Mann, PS
3. Shri Divij, Outsourced Data Entry Operator
4. Shri Rajesh, MTS
5. Shri Deep Chand, MTS
6. Shri Tanuj Pojta, Outsourced MTS

  
(Prem Singh) Raghuvanshi  
Staff Officer to Secretary (AHD)  
22.3.2020

All concerned.

Copy to:- JS (Admn.) for kind information

F. No. 22-02/1997-DP  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Animal Husbandry and Dairying  
(Dairy Division)

Krishi Bhawan, New Delhi  
Date: 23.03.2020

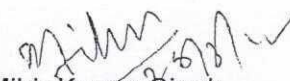
**Office Memorandum**

In compliance of DoPT OM No. 11013/9/2014-Estt-(A-III) dated 22.03.2020 and Admn-I OM, No. 43011/2/2019-Admn.I dated 19.03.2020 the duty roster for Officers/Officials (including consultant/contractual staff) in Dairy Division, DAHD is as under:

Name and designation	Dates	Name and designation of supporting staff		
Shri R. K. Gupta DC (DD) Noida (UP) Mob:9868573708	23.03.2020 24.03.2020	Shri N. Yadav STA (Dairy) Delhi Mob:8010354533	Ms. Priyanka DS (Dairy) Delhi Mob:7003670300	Shri Rajesh SSO Delhi Mob:9315236422
Shi Goutam K Deb AC (DD) Noida (UP) Mob:9868516454	25.03.2020 26.03.2020	Dr. S. Prakash TO (DD) Delhi Mob:8130457996	Ms. Naincy Saini DS (Dairy) Delhi Mob:8377003915	Shri Suraj DEO Delhi Suraj Mob:9012572868
Shri C. Sen DC (DD) Delhi Mob:8800354971	27.03.2020 30.03.2020	Shri S. Shekhar TO (DD) Delhi Mob:9968142038	Shri Sunil Kumar Manager (PCDF) Delhi Mob:9871262261	Shri Shastrilal SSO Gurugram (Haryana) Mob:9818562590
Shri D. A. Sawant AC (DD) Vaishali, Ghaziabad (UP) Mob:9015680464	31.03.2020 01.04.2020	Shri S. Kaushik TO (DD) Vaishali, Ghaziabad (UP) Mob:7838729717	Shri S. K. Sharma SDS (Dairy) Delhi Mob:7018969129	Shri Suraj DEO Delhi Mob:9012572868
Shri Ajith K AC (DD) Delhi Mob:9968309641	31.03.2020 01.04.2020	Shri A. E. Dass STA (Dairy) Delhi Mob:7860879051		Shri Rajesh SSO Delhi Mob:9315236422

2. The vehicles for commutation will be provided by Admn. II, DAHD which will be dedicatedly available with Dairy Division for whole day ensuring appropriate to and fro movement of the above officials. In case of exigencies, the required officials may be called to attend the office.

3. The officers are to attend the offices as per schedule stated above and the off-schedule officers have to work from home on the other days and should be readily available on telephone and electronic means of communication at all timings.

  
Mihir Kumar Singh  
Joint Secretary (CDD)

**Distribution:**

All officers/officials of Dairy Division  
US (Admn. II)-with request to provide dedicated vehicle to pick and drop for above mentioned officers/officials as per the schedule

**Copy for information to:** Sr. PS to Secretary (AHD), PS to JS (Admn.) , PS TO JS (CDD)