



APPELLATE TRIBUNAL FOR ELECTRICITY

Ministry of Power
Core-IV, Ground Floor, SCOPE Complex, Lodhi Road
New Delhi – 110 003
Ph. No.011-24368482

Dated : 3rd May, 2020

File No.AAO/05/2020-Admn./1

OFFICE MEMORANDUM

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

Ministry of Home Affairs vide letter No. 40-3/2020-DM-I(A) dated 15.04.2020 has issued consolidated revised guidelines on the measures to be taken by Ministries/ Departments of Government of India for containment of COVID19 in the country.

2. In view of the above, Appellate Tribunal for Electricity(APTEL), Ministry of Power is operating with skeleton staff. The following staff of Administration/Accounts Section will attend their duties from 04.05.2020 to 15.05.2020 is as under:-

Sl. No.	Name of the employees	Date to attend office
1.	Sh. Kapil Kr. Sharma Admn.-Cum-Accounts Officer	11 th & 14 th May, 2020
2.	Sh. K.N. Sati, Private Secretary	11 th & 14 th May, 2020
3.	Sh. Manpal, Accountant	6 th & 13 th May, 2020
4.	Sh. Munna Roy, Office Assistant (through outsource)	11 th & 14 th May, 2020
5.	Sh. Chitranjan Sahoo, Office Assistant (through outsource)	5 th & 12 th May, 2020
6.	Sh. Vikram, Office Assistant (through outsource)	4 th & 15 th May, 2020
7.	Sh. Ved Ram Anand Office Assistant (through outsource)	4 th & 15 th May, 2020
8.	Sh. Anil, Office Attendant (through outsource)	5 th , 11 th , 14 th & 15 th May, 2020
9.	Sh. Arun Kumar, Office Attendant (through outsource)	4 th , 6 th , 12 th & 13 th May, 2020

3. Further instruction is enclosed at **Annexure-I**.

This issues with the approval of the Competent Authority.

(Kapil Kr. Sharma)
Admn.-Cum-Accounts Officer

Copy to :-

1. All concerned.
2. PS to Registrar, APTEL
3. Office Assistant (IT) for uploading on the website of APTEL.
4. Guard file.

Annexure-I

1. The Officers/Officials who will work from home should be available on telephone and electronic means of communications atleast during office times. They will also have to attend office, if called for, in case of any exigencies of work.
2. Not more than 2 persons will travel in the lift together.
3. All officers/officials will wear mask compulsorily and maintain proper hygiene at all time during office/travel.
4. During office hours, all have to follow social distancing and other guidelines issued by Government of India including those issued by Ministry of Health & Family Welfare.
5. Officers/Official residing in 'Hotspot' or 'containment zones' may follow the instructions of local administration. They are not required to come to office till their area is declassified from 'Hotspot' or 'containment zones'.