

**Central Pollution Control Board**  
(Ministry of Environment, Forest & Climate Change, Govt. of India)  
Parivesh Bhawan, East Arjun Nagar,  
Delhi - 110032.

F.No.C-35011/01/Circular/2010/ Admn.(P)/

the 23<sup>rd</sup> March, 2020

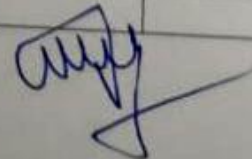
**CIRCULAR**

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

In Supersessions of this office Circular of even number dated 19<sup>th</sup> & 20<sup>th</sup> March, 2020, the following instructions are issued:

1. The Office will function with skeletal staff. Therefore, the following officers/staff are required to attend office w.e.f. 23<sup>rd</sup> March, 2020 to 31<sup>st</sup> March, 2020.

S. No.	Name (Shri/Smt./Dr.)	Designation	Division
1	V.P. Yasdav	Sc. E	PCP
2	R.D. Pandey	Sr. AO	Admn. (R&P)
3	K.K. Hembrom	S.O.	Admn.(P)
4	Dinabandhu Gauda	Sc. E	Bldg.
5	Aditya Sharma	Sc. D	I.T.
6	Garima Sharma	Sc. D	MS Office
7	S.K. Anand	A.O.	CCB Office
8	Kaushlya Sharma	P.S.	MS Office
9	Virendra Bansal	ACO	Accounts
10	Nar Deo Singh	AACO	Accounts
11	Vipin Goel	A/C. Assistant	Accounts
12	Kamal	A/C. Assistant	Accounts
13	Deepak	A/C. Assistant	Accounts
14	Manoj Kr. Upadhayay	MTS	Accounts
15	Pryanka Goel	OA (OS)	Accounts
16	S.K. Sharma	Sc. D	Bldg.
17	Rakesh Ahuja	Tech. Sup.	Bldg.
18	Manish Gupta	RA	PCP
19	Abu Huzaifa	SRF	PCP
20	Harish Singh Shahi	Driver	CCB Office
21	M.K. Meena	Driver	Admn.
22	Harish Kumar	Driver (OS)	MS Office
23	R.S. Shekhawat	Driver	Bldg.
24	Ram Sagun Rai	Sr. Tech.	Bldg.
25	Sanmukh Mishra	Sr. Tech.	Bldg.
26	Balam Singh	MTS	CCB Office
27	Khem Singh	MTS	MS Office
28	Mahesh	MTS	PCP
29	Divakar Saini	OA(IT)	IT
30	All cleaning & Security staff		



contd...2/-

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2. Rest of the staff members are required to work from home and they should be available on telephone and electronics means of communication at all times. They should attend office if called for, in case of any exigencies of work.
3. All the Divisional Heads have to decide assignments for the division and the staff, to be done during the week.
4. This issues with the approval of the Competent Authority, CPCB.

(R.D. Pandey)

Sr. Administrative Officer

**Distribution:**

1. All the Concerned Divisional Heads – to intimate the respective employees.
2. D.H. I.T. Division : with a request to upload it on the CPCB portal.
3. Notice Boards
4. AO, CCB office
5. PS to MS
6. Office Order File