

**NATIONAL WATER DEVELOPMENT AGENCY**  
**18-20, Community Centre, Saket, New Delhi – 110017.**

F. No. NWDA/Hq/Admn/Misc/2020

Dated: 17th April, 2020

**OFFICE ORDER**

**Sub.: Functioning of NWDA amid COVID-19 outbreak and consequent lockdown in the country – attending office by officers/officials.**

In the light of the Order No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020 issued by M/o Home Affairs, Govt. of India, Competent Authority has decided that all the officers of NWDA at the level of Director/Superintending Engineer/Dy. Director/Executive Engineer equivalent and above will attend the office regularly from 20th April, 2020 onwards.

Presence of personal staff will be decided by the officers, whom they are attached with, on bare and need basis.

Those officers/officials who do not attend office on a day shall work from home and will be available on telephone and electronic means of communication at all time. They should attend office, if called for any exigency of work.

All officers/officials attending office shall take all precautionary measures to prevent spread of COVID-19 and abide by the orders/guidelines on social distancing and other measures issued by the Central/State Government from time to time.

Keeping in view of above, I am directed to convey that the officers/officials whose names are mentioned in the Annexure shall attend the office at **New Delhi** during the period 20.04.2020 to 24.04.2020. For Field offices concerned Chief Engineers/Superintending Engineers/Executive Engineers should issue orders containing names.

-Sd/-

**(CHIRABRATA SARKAR)**  
**Director (Administration)**

**Encl.: as above**

**To,**

1. Chief Engineer (Hqrs.)/(North)/(South), NWDA, New Delhi, Lucknow/Hyderabad
2. Director (Tech/MDU/Finance)
3. All Superintending Engineers, Investigation Circle, NWDA
4. All Executive Engineers, Investigation Division, NWDA
5. Assistant Executive Engineers, ISD, NWDA, Ranchi/RajahaMundry/Jaipur
6. Web Master – with a request to up load on website
7. Notice Board
8. Office order file

**Copy to:**

1. PS to DG, NWDA, Saket, New Delhi.
2. PS to Chief Engineer (Hqrs.), Saket, New Delhi.

**Annexure**

List of Officers/officials are to attend the office/s during the period of 20.04.2020 to 22.04.2020:

| <b>Sl. No.</b>                       | <b>Name of the Officer/official (s)</b> | <b>Designation</b>  |
|--------------------------------------|---|---------------------|
| <b>O/o the DG, NWDA, Saket</b>       |   |                     |
| 1.                                   | Sh. Anurag                              | Stenographer        |
| <b>O/o the CE (Hqrs.)</b>            |   |                     |
| 1.                                   | Sh. Dalip Singh                         | PS, Palika Bhawan   |
| 2.                                   | Sh. Akshay Chowdhary                    | Stenographer, Saket |
| <b>Director (Tech.)/(SCILR) Unit</b> |   |                     |
| 1.                                   | Sh. R. Balkrishnan                      | Asstt. Director     |
| 2.                                   | Sh. Ashok Bhatele                       | Jr. Engineer        |
| 3.                                   | Sh. S. S. Dheeraj                       | Consultant          |
| 4.                                   | Sh. R. L. Karn                          | UDC                 |
| 5.                                   | Sh. Ramesh Chandra                      | LDC                 |
| 6.                                   | Sh. Deepak*                             | Data Entry Operator |
| 7.                                   | Sh. Umesh                               | MTS                 |
| <b>Rajbhasha Section</b>             |   |                     |
| 1.                                   | Dr. Anil Divedi                         | Translator          |
| <b>General Section</b>               |   |                     |
| 1.                                   | Sh. S .C. Mangal                        | Asstt. Director     |
| 2.                                   | Sh. S. C. Tomar                         | Jr. Engineer        |
| 3.                                   | Sh. Vikram Singh                        | LDC                 |
| 4.                                   | Smt. Reena Wadhwa                       | Stenographer        |
| <b>SE-I Unit</b>                     |   |                     |
| 1.                                   | Smt. Indu Jaiswal                       | Jr. Engineer        |
| 2.                                   | Sh. R. K. Agarwal                       | Consultant          |
| 3.                                   | Sh. Abhishek Gupta*                     | Data Entry Operator |
| 4.                                   | Sh. Jamal Uddin*                        | Driver              |
| <b>SE-II Unit</b>                    |   |                     |
| 1.                                   | Sh. B. K. Tandel                        | Asstt. Engineer     |
| 2.                                   | Sh. Ram Kishan                          | Jr. Engineer        |
| 3.                                   | Sh. Bimlesh Goswami                     | D'man               |
| 4.                                   | Sh. Nanak Chand                         | UDC                 |
| 5.                                   | Sh. Jabbar Ali                          | Consultant          |
| 6.                                   | Sh. Manoj Kaushik*                      | Data Entry Operator |
| 7.                                   | Sh. Navendu Bhardwaj*                   | Driver              |
| <b>Cont.....2/-</b>                  |   |                     |

| <b>Multi-Disciplinary Unit</b> |                                      |                      |
|--------------------------------|--------------------------------------|----------------------|
| 1.                             | Sh. Lalit Kumar Siyaniya             | Jr. Engineer         |
| <b>Administration Section</b>  |                                      |                      |
| 1.                             | Sh. Lalit Kumar Samantray            | Admin. Officer       |
| 2.                             | Smt. Bijendri Santriwal              | UDC                  |
| 3.                             | Sh. Sanjiv Kr, Rana                  | LDC                  |
| 4.                             | Sh. Ajay Pratap Singh                | LDC                  |
| 5.                             | Sh. Angkan Marik                     | LDC                  |
| 6.                             | Sh. Naman Jain                       | Stenographer         |
| <b>Accounts Section</b>        |                                      |                      |
| 1.                             | Sh. Jagmeet Singh (20-21 April,2020) | Accounts Officer     |
| 2.                             | Sh. Jyoti Rajvedi (22-23 April,2020) | Jr. Accounts Officer |
| 3.                             | Smt. Anju Gulati (22-23 April,2020)  | UDC                  |
| 4.                             | Sh. Ashok Kumar (20-21 April,2020)   | Cashier              |
| 5.                             | Sh. Ved Prakash (20-21 April,2020)   | Consultant           |
| 6.                             | Sh. S.S, Mohapatra(22-23 April,2020) | Consultant           |

*\*Outsourced staff*

To,

All officers/officials by name