

No.35/01/NCSC/2020-Admn.

Government of India

**National Commission for Scheduled Castes**

(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003

Dated: 06<sup>th</sup> August, July, 2020

**OFFICE ORDER**

**Subject: Attending Office during 'Unlock-3' -reg.**

Taking into account the guidelines on 'Unlock-3' issued by Ministry of Home Affairs vide Order No. 40-3/2020-DM-I(A) dated 29.07.2020 and the staff position vis-à-vis vacancies, it has been decided that all the employees (including outsources) shall attend office on all working days. However, Employees (including outsourced) living in containment zones are permitted to Work from Home. Employees (including outsourced) living in containment zones and working from home shall inform the Admin. Further, all the employees attending office shall invariably mark/record their attendance in Administration.

2. In so far as attending office in State Offices of the Commission is concerned, they shall implement this Officer Order with the rider of instructions/guidelines issued by the respective State Governments/Local authorities.

  
6/8/2020

(Kishan Chand)

Under Secretary to the Govt. of India

Tel. No. 011-24606845

Copy to-

1. All Officers/Officials of NCSC Headquarter, New Delhi.
2. Sr. PPS to Secretary, PS to Joint Secretary, PA/PS to Director/Dy. Secretary, NCSC Hq.
3. All the Directors/In-charge, State Officers, NCSC for information and necessary action
4. Programmer to forward the information through SMS/WhatsApp and upload the Office Order on the website of the Commission.
5. DDO/Cashier, NCSC
6. Caretaker.
7. Office Order file/Library.