

No. A-22011/4/2014-Admn.I
भारत सरकार / Government of India
केंद्रीय संचार ब्यूरो / Central Bureau of Communication
सूचना और प्रसारण मंत्रालय / Ministry of Information & Broadcasting
(प्रशासन I अनुभाग / Administration I Section)

Soochna Bhawan, CGO Complex, Lodhi Road
New Delhi-110 003, dated 26th October, 2023

OFFICE MEMORANDUM

Subject: Allocation of Duty Chart for Officers/ officials posted in Studio Wing, CBC, New Delhi - regarding.

Keeping in view of the exigency of work in Studio Wing, it has been decided that the officers/staff posted in the Studio Wing will follow the attached duty chart with this Office Memorandum (i.e. Annexure-I).

3. FR 11 of DoPT says that "Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him, and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from general revenues, from a local fund or from the funds of a body incorporated or not, which is wholly or substantially owned or controlled by the Government...."

4. The instructions of the DoPT O.M. No15011/2/E.II(B)/76 dated 11 August 1976 may be followed. Moreover, no transport facility will be provided to Officers/ officials posted in the Studio wing for their duties on weekend days.

5. Further, Deputy Director, Studio Wing of this Bureau may issue similar orders at her/his level as per the requirement of work with the approval of ADG, Studio Wing, CBC, New Delhi, from time to time.

6. This issues with the approval of the competent authority.

Encl. As above (Duty Chart).


(Surendra Kumar)
Dy. Director (Admn.)
24369533

Copy to:

1. Concerned Officers.....
2. PSO to DG, PPS/PA to ADGs, PA to Directors/Jt. Directors/Dy. Directors CBC, M/o I&B, Soochna Bhawan, New Delhi.
3. Vigilance/Admn.IIA/Admn.IIIA/Admn.IIB/Admn.IIIB/Coordn./GA Sections, CBC, M/o I&B, Soochna Bhawan, New Delhi.
4. GA Sections, CBC, M/o I&B, Soochna Bhawan, New Delhi for all necessary arrangement in respect to above officers/officials Studio Wing.
5. OL Section, CBC for translation/ Guard file/ Reference folder.
6. NIC Cell, CBC for uploading the order on website.


(Surendra Kumar)

Duty Chart of Officers/Officials posted in Studio Wing, CBC from 26.10.2023 to 05.11.2023

Time	Thursday (26.10.23)	Friday (27.10.23)	Saturday (28.10.2023)	Sunday (29.10.2023)	Monday (30.10.2023)	Tuesday (31.10.2023)
09:30 A.M. to 06:00 P.M.	Smt. Shweta Raizada, TA(Model)	Shri Deepak S. Bisht, Language Typist			Shri Deepak S. Bisht, Language Typist	Shri Deepak S. Bisht, Language Typist
		Smt. Shweta Raizada, TA(Model)			Smt. Shweta Raizada, TA(Model)	
10:30 A.M. to 07:00 P.M.	Shri Dilip Singh, Projectionist	Shri Snehangsu Chakraborty, Sr. Artist	-	-	Shri Laxmi Prasad, ASO	Shri Laxmi Prasad, ASO
	Shri Sajal Karmakar, Sr. Artist	Shri Pavanesh Kumar Bind, Sr. Artist			Shri Pavanesh Kumar Bind, Sr. Artist	Shri Gaurav Gangwar, Sr. Artist
	Shri Laxmi Prasad, ASO	Shri Sajal Karmakar, Sr. Artist	-	-	Shri Gaurav Gangwar, Sr. Artist	Shri Dilip Bakde, Assistant Layout Sr. Artist
	Shri Vijendra Kumar, Sr. Artist	Shri Nishant Patel, Sr. Artist			Shri Dilip Bakde, Assistant Layout Sr. Artist	Shri Pardeep Saini, Sr.Artist
	Shri Gaurav Gangwar, Sr. Artist	Shri Pardeep Saini, Sr.Artist	-	-	Shri Nishant Patel, Sr. Artist	Shri Snehangsu Chakraborty, Sr. Artist
	Shri Dilip Bakde, Assistant Layout Sr. Artist	Shri Dilip Singh, Projectionist	-	-	Shri Pardeep Saini, Sr.Artist	Shri Dilip Singh, Projectionist
12:00 P.M. to 08:30 P.M.	Shri Nishant Patel, Sr. Artist	Shri Vijendra Kumar, Sr. Artist	Shri Gaurav Gangwar, Sr. Artist	Shri Snehangsu Chakraborty, Sr. Artist	Shri Sajal Karmakar, Sr. Artist	Shri Vijendra Kumar, Sr. Artist
	Shri Pardeep Saini, Sr.Artist	Shri Laxmi Prasad, ASO	Shri Dilip Bakde, Assistant Layout Sr. Artist	Shri Pavanesh Kumar Bind, Sr. Artist		

Weekly Offs for following Officers/Officials are as below:

Thursday (26.10.2023)- Shri Snehangsu Chakraborty, Sr. Artist, Shri Pavanesh Kumar Bind, Sr. Artist and Shri Deepak S. Bisht, Language Typist

Friday (27.10.2023)- Shri Gaurav Gangwar, Sr. Artist and Shri Dilip Bakde, Assistant Layout Sr. Artist

Monday(30.10.2023)- Shri Vijendra Kumar, Sr. Artist

Tuesday (31.10.2023)- Shri Sajal Karmakar, Sr. Artist

[Handwritten Signature]
26/10/23

Time	Wednesday (01.11.2023)	Thursday (02.11.2023)	Friday (03.11.2023)	Saturday (04.11.2023)	Sunday (05.11.2023)
09:30 A.M. to 06:00 P.M.	Shri Deepak S. Bisht, Language Typist	Shri Deepak S. Bisht, Language Typist	Smt. Shweta Raizada, TA(Model)	-	-
	Smt. Shweta Raizada, TA(Model)	Smt. Shweta Raizada, TA(Model)			
10:30 A.M. to 07:00 P.M.	Shri Laxmi Prasad, ASO	Shri Pavanesh Kumar Bind, Sr. Artist	Shri Laxmi Prasad, ASO	-	-
	Shri Pavanesh Kumar Bind, Sr. Artist	Shri Nishant Patel, Sr. Artist	Shri Vijendra Kumar, Sr. Artist	-	-
	Shri Gaurav Gangwar, Sr. Artist	Shri Sajal Karmakar, Sr. Artist	Shri Gaurav Gangwar, Sr. Artist	-	-
	Shri Dilip Bakde, Assistant Layout Sr. Artist	Shri Snehangsu Chakraborty, Sr. Artist	Shri Dilip Bakde, Assistant Layout Sr. Artist	-	-
	Shri Nishant Patel, Sr. Artist	Shri Dilip Singh, Projectionist	Shri Nishant Patel, Sr. Artist	-	-
	Shri Sajal Karmakar, Sr. Artist	Shri Pardeep Saini, Sr. Artist	Shri Pardeep Saini, Sr. Artist	-	-
	Shri Snehangsu Chakraborty, Sr. Artist	Shri Vijendra Kumar, Sr. Artist	Shri Sajal Karmakar, Sr. Artist Shri Dilip Singh, Projectionist	-	-
12:00 P.M. to 08:30 P.M.	Shri Pardeep Saini, Sr. Artist	Shri Gaurav Gangwar, Sr. Artist	Shri Snehangsu Chakraborty, Sr. Artist Shri Pavanesh Kumar Bind, Sr. Artist	Shri Sajal Karmakar, Sr. Artist	Shri Vijendra Kumar, Sr. Artist
	Shri Laxmi Prasad, ASO	Shri Dilip Bakde, Assistant Layout Sr. Artist	Shri Deepak S. Bisht, Language Typist	Shri Dilip Singh, Projectionist	Shri Laxmi Prasad, ASO

Weekly Offs for following Officers/Officials are as below:

Wednesday (01.11.2023)- Shri Dilip Singh, Projectionist

Thursday (02.11.2023)- Shri Laxmi Prasad, ASO


(Surendra Kumar)
Dy. Director (Admn.)