

Dated the 25<sup>th</sup> March 2020

**Subject: - Preventive measures to contain the spread of COVID19.**

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In partial modification of this Ministry's earlier communication of even number dated 23<sup>rd</sup> March 2020 and in order to ensure smooth functioning of MoD (Sectt) during the period of lockdown on account of containing the spread of COVID19, it has been decided to constitute the following teams in the Ministry to work on rotation basis as per details given below: -

**TEAM-1** [To work on 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> & 31<sup>st</sup> March 2020]

1. Shri Parvinder Singh, SO, D(CMU), Mobile No:8448523090
2. Shri Brijesh Singh Chauhan, ASO, D(Gp.II), Mobile No:9560074083
3. Shri Kashmiri Lal, Dispatch Rider, Mobile No:9517730180
4. Shri Amar Singh, MTS, NIC Cell, Mobile No:9891705048

**TEAM-2** [To work on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> April 2020]

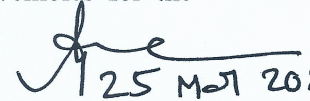
1. Shri N.C. Passi, SO, D(Acq Sectt), Mobile No:9810694552
2. Shri Deepak Vats, ASO, D(Gp.II), Mobile No:7043221521
3. Shri B. Shankar, Dispatch Rider, Mobile No:9312850985
4. Shri Kiran Pal, MTS, D(Prod.II), Mobile No:9990337853

**TEAM-3** [To work during 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> April 2020]

1. Shri Vinay Pratap B Singh, SO, D(Lab), Mobile No:9718387396
2. Shri Pravin Mathur, ASO, D(Cash), Mobile No:7790855039
3. Shri Balvinder Singh, Dispatch Rider, Mobile No:8005687604
4. Shri Prahlad, MTS, O/o EA, Mobile No:9250995572

2. All the above-mentioned teams will be stationed in Room No.33, 'A' Wing, Sena Bhavan and they are directed to be present in office as per their detailment on the scheduled days of work in the Ministry to carry out smooth movement of files and dak from the senior officers to Defence Secretary/ Hon'ble RRM/RM and vice versa.

3. D(Genl-II) may ensure that the team is provided with 2 office vehicles for the distribution of Dak/files to the officers mentioned above at their residences.

  
25 Mar 2020

(S.S.S. Sarma)  
Director(E)

To

All officials concerned.

Copy to: -

1. PS to RM/ PS to RRM/ Sr. PPS to Defence Secretary/ Sr.PPS to SDF
2. PPS to AS (JN)/Sr.PPS to AS&DG (Acq.)/Sr. PPS to AS&FA(Acq).
3. All Joint Secretaries/ Acquisition Managers/ Additional FAs/ TMs/ FMs.
4. All Directors/ Deputy Secretaries/ DFAs/ Under Secretaries/ AFAs.
5. Programmer, NIC Cell, Ministry of Defence for uploading in MoD's website.