

**Duty Roster of Disaster Management / Storm / Heavy Rain in Control Room office of District Revenue Officer, Room No.-103-A, First Floor , Deputy Commissioner Office , Sector-12, Faridabad (07-05-2018 to 08-05-2018)**

Date	Employee Name and Post	Mobile No.	Office	Time
07-05-2018	Sh.Jai Singh-I Reader to DRO	9468134707	DC Office FBD	5:00 PM to 11:00 PM
-	Sh.Hari Thapa, Peon	-	DC Office FBD	-do-
	Sh. Jai Singh-II Clerk, RKE Branch	8901190477	DC Office FBD	11:00 PM to 9:00 AM
	Sh. Ram Rakeha	9891284747	Distt. Horticulture FBD	-do-
08-05-2018	Sh. Ravi Kumar Clerk, SDM Ballabgarh		SDM Ballabgarh	5:00 PM to 11:00 PM
-	Sh. Prem Singh, Peon	993304604	Pollution Control Board FBD	-do-
-	Sh. Sunil Kumar Clerk, DRA Branch	9034392535	DC Office FBD	11:00 PM to 9:00 AM
-	Sh. Moolchand, Peon	9467842708	Distt. Horticulture FBD	-do-

The officials on duty will be entitled for compensation leave with permission of their respective departments.

The Officials will mark their presence in the register meant for the purpose in the control room. They will attend the telephone and receive the important letters/communications and complaints if any. The official on duty will enter the message in the register kept for the purpose and will further communicate to Nodal Officer immediately.

Action will be taken against the official who does not attend the Disaster Management / Storm / Heavy Rain duty. In case any official is allowed to leave, his substitute will be deputed by concerned Officer/ Department on his own responsibility under intimation to this office.

For Deputy Commissioner,  
Faridabad.

Endst. No. 1235-48 / FRA, Dated 07/05/18

A copy is forwarded to the following for information and necessary action.

1. Commissioner of Police FBd.
2. Commissinor MCF, Faridabad.
3. SDM Faridabad/Ballabhgarh/Badkhal.
4. District Horticulture Faridabad.
5. RO Haryana State Pollution Control Board Faridabad.
6. DIO Faridabad. He is requested to upload the letter on District Administration site.
7. Sadar Kanungo DC Office Faridabad is Incharge of Control Room..
8. Reader to DRO.
9. All concerned employees.
10. PA to DC/DRO/CTM.

For Deputy Commissioner,  
Faridabad