

# INDIAN INSTITUTE OF TECHNOLOGY DELHI

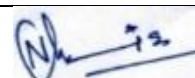
## Central Library

October 28, 2024

### Duty Roster (November 2024)

The Following Duty Roster will be applicable for the below-mentioned dates. All colleagues are instructed to follow the duty roster and [sign in the duty register](#) accordingly. While recommending the leave, the Section Incharge should ensure that the concerned person taking leave does not have a duty during that period. Anyone who wants to take leave on the day of duty, must arrange/exchange the duty from amongst the colleagues as per the category/norms. The Incharge of the evening should ensure that one staff member is present at the Textbook Section and one at the Reference Desk, all times from 5.30pm to 8.45pm. The Duty Incharge should take at least three rounds of the whole library with a Guard to ensure discipline and to take appropriate action in this regard, wherever needed. Please ensure punctuality in your time as per the orders from the Competent Authority, vide No. ICDN/2024/229772, dated 03/01/2024. It has been observed that some people are very frequently exchanging duties without proper intimation to the relevant people in writing. This is causing difficulties in identifying/fixing the responsibilities, and should be avoided.

Date	Morning Duty (08:00 AM to 4:45 PM)	Evening Duty (12:15 PM to 9:00 PM)		
	Staff	Officer/Staff	Staff	Intern
28 Oct.-01 Nov.24	Rajeshri Singh Vats	Neeraj Chaurasia	Govind Singh	Adarsh Krishna R S
04-08 Nov.24	Rahul Kumar Napit	Nizam Husain	Vijay Kumar	Mohd Zia Abbas
11-14 Nov.24	Vijay Kumar	Rahul Kumar Napit	B. Kranthi Kumar	Adarsh Krishna R S
18-22 Nov.24	B. Kranthi Kumar	Shankar B. Chavan	Charu	Mohd Zia Abbas
25-29 Nov.24	Charu	Vijay Kumar Verma	Govind Singh	Adarsh Krishna R S
All Working Days	Navneet Kumar (07:30 AM to 4:15 PM)			
Saturdays/Sundays/Holidays (8:45 AM to 9:00 PM)				
Date/Day	Officer/Staff (9:45 AM to 6:30 PM)	Staff/Intern (8:45 AM to 5:30 PM)	Intern (9:45 AM to 6:30 PM & #12:15 PM to 9:00 PM)	
02 Nov. 2024 (Saturday)	Nizam Husain	Meemansha Nabiyal Divyansi Saxena	Adarsh Krishna RS# Deepali Patel Savita Neha	
03 Nov. 2024 (Sunday)	Rahul Kumar Napit	Rajeshri Singh Vats Harshita Shah	Mohd Zia Abbas# Keerti Sharma Sakshi Kumari Ilaf Shakeel Ahmad	
09 Nov. 2024 (Saturday)	Shankar B. Chavan	Vijay Kumar Ilaf Shakeel Ahmad	Adarsh Krishna RS# Harshita Shah Divyansi Saxena Sakshi Kumari	
10 Nov. 2024 (Sunday)	Vanita Khanchandani	B. Kranthi Kumar Keerti Sharma	Mohd Zia Abbas# Savita Deepali Patel Neha	
15 Nov. 2024 (Friday) (Guru Nanak's Birthday)	Vijay Kumar Verma	Charu Neha	Adarsh Krishna RS# Ilaf Shakeel Ahmad Deepali Patel Harshita Shah	
16 Nov. 2024 (Saturday)	Chandra Pal	Govind Singh Sakshi Kumari	Mohd Zia Abbas# Neha Keerti Sharma Divyansi Saxena	
17 Nov. 2024 (Sunday)	Gunjan Mishra	Meemansha Nabiyal Savita	Adarsh Krishna RS# Harshita Shah Ilaf Shakeel Ahmad Keerti Sharma	
23 Nov. 2024 (Saturday)	Manu T R	Rajeshri Singh Vats Deepali	Mohd Zia Abbas# Keerti Sharma Savita	
24 Nov. 2024 (Sunday)	Mohit Garg	Vijay Kumar Harshita Shah	Adarsh Krishna RS# Neha Ilaf Shakeel Ahmad	
30 Nov. 2024 (Saturday)	Neeraj Chaurasia	B. Kranthi Kumar Ilaf Shakeel Ahmad	Mohd Zia Abbas# Deepali Patel Neha	
01 Dec. 2024 (Sunday)	Nizam Husain	Charu Keerti Sharma	Adarsh Krishna RS# Harshita Shah Savita	



(Dr. Neeraj Chaurasia)

Deputy Librarian & Incharge (GA)

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