

राष्ट्रीय विज्ञान संग्रहालय परिषद/ National Council of Science Museums
ब्लॉक-जी एन, सेक्टर - v, बिधान नगर / Block - GN, Sector - v, Bidhan Nagar,
कोलकाता / Kolkata - 700091

सं -आई/ I-13019/1

दिनांक/Dated: 08.06.2018

कार्यालय आदेश /Office Order No. 34/2018

Consequent on implementation of Revised Recruitment Rules in NCSM as per NCSM Office Order no. 19/2018, dated 27.04.2018, the Review under FR-56(j) shall be taken up in NCSM as per following guidelines:

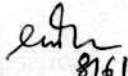
1. Officers in the Pay Matrix Level - 7, Rs.44,900-1,42,400/- and above who joined in service before attaining 35 years of age shall be reviewed on attaining 50 years of age or after completing 30 years of service whichever occurs earlier.
2. All other categories of staff shall be reviewed on attaining 55 years of age or on completion of 30 years of service whichever occurs earlier.
3. Committee shall be constituted for such review as per the composition prescribed for processing completion of Probationary cases, as per NCSM Office Order No.29/2018 dated 05.06.2018.
4. The Committee constituted for the purpose shall consider the following :
 - i. *Self Appraisal Report in respect of employees stated in para 1 above*
 - ii. *Annual Performance Appraisal Report for preceding five years in respect of all the employees stated in para 1 & 2 above*
5. The Criteria for considering review cases shall be :
 - (i) *Doubtful integrity*
 - (ii) *Fitness of competence (both professional and physical). If the committee finds an employee unfit or incompetent to continue in the post/ grade he is holding, the committee shall consider his fitness and competence for the lower post/ grade from which he was promoted. In case the employee is found unfit/ incompetent to hold the lower post, he may be considered for retirement, which shall not be a punishment and it is not necessary to give him any opportunity to present his case.*
6. If the Committee considers his record of work for the last 5 years unsatisfactory, it shall consider the service record for the entire period of service before taking a decision on retirement.

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7. No employee shall ordinarily be retired on ground of ineffectiveness, if in any event, he is retiring on superannuation within a period of one year from the date of consideration of his case.

All the pending review cases up to 2017-18 shall be completed by 31st October, 2018 positively.

This issues with the approval of DG, NCSM.


8/6/18
(चंद्रकांत दास/Chandrakant Das)
सचिव/Secretary

To,

1. Directors of all NCSM units/MD, CMD
2. PPS to DG, NCSM
3. CoFA, NCSM,
4. PCs of all NCSM units
5. Sr. CoA/CoA/Dy.CoA of all NCSM units
6. DSOs of all NCSM units
7. Dy.CoFA/F&AO of all NCSM units
8. PRO, NCSM
9. Office Order Register
10. Office Copy