

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
सेक्टर-V, ब्लॉक-जी एन, बिधान नगर
Sector-V, Block-GN, Bidhan Nagar
कोलकाता/Kolkata-700 091

आई/1-13019/1/18

दिनांक/Dated : 04.05.2020

कार्यालय ज्ञापन/OFFICE MEMORANDUM

In pursuance of Ministry of Home Affairs Order No.40-3/2020DM1(A) dated 01.05.2020 and subsequent to NCSM OM No.I-13019/1 dated 02/05/2020, it has been decided by the Competent Authority that in order to take preventive measures to contain the spread of COVID19, the NCSM (Hqrs.)/NE Zone & CRTL shall continue to function from 04.05.2020 with officers at the Level of Dy. Secretary i.e. Pay Matrix Level-12 and above to the extent of 100% strength.

Remaining officers and staff members of NCSM (Hqrs.)/NE Zone/ CRTL upto 33% are required to attend office as per the following duty roster.

SL. No	Name of Officers and Staff	Designation	Remarks
1.	Shri K. K. Mishra	Dy. CoF&A	All working days.
2.	Shri Saibal Bose	Dy. CoA	Duty on 04, 06, 08, 12, & 14 May, 2020
3.	Shri S. Sikdar	E.E.	Duty on 04, 06, 08, 12, & 14 May, 2020
4.	Shri. S. Auddy	PPS to DG	Duty on 04, 06, 08, 12, & 14 May, 2020
5.	Shri. Pulak Saha	Technical Officer 'C'	Duty on 04, 06, 08, 12, & 14 May, 2020
6.	Shri. Tapas Moharna	Curator 'C'	Duty on 05, 11, 13 & 15 May, 2020
7.	Shri. Satadal Ghosh	Curator 'C'	Duty on 05, 11, 13 & 15 May, 2020
8.	Shri Seetha Ram Damarla	Curator 'C'	All working days.
9.	Shri. S. N Singh	PRO	All working days.
10.	Shri. Ramapada Choudhury	Exhibition Officer 'C'	Duty on 05, 11, 13 & 15 May, 2020
11.	Shri. K. Unnikrishnan	Dy. CoS&P	All working days.
12.	Shri. Saurav Ghosh	Dy. CoA	Duty on 05, 11, 13 & 15 May, 2020
13.	Shri. Sayantam Sengupta	Exhibition Officer 'C'	Duty on 05, 11, 13 & 15 May, 2020
14.	Shri. Manikanta C	Curator 'B'	All working days.
15.	Shri. Ashish Mondal	Curator 'B'	Duty on 05, 11, 13 & 15 May, 2020
16.	Smt. S. Rajeswari	Section Officer	All working days.
17.	Shri Tapan Chowdhury	Section Officer	Duty on 04, 06, 08, 12, & 14 May, 2020
18.	Smt. Sujata Banerjee	Private Secretary	Duty on 05, 11, 13 & 15 May, 2020
19.	Shri Partha Das	Sr. Stenographer	Duty on 04, 06, 08, 12, & 14 May, 2020
20.	Shri Abhijit Pal	Section Officer	Duty on 05, 11, 13 & 15 May, 2020
21.	Shri Dilip Saha	Office Assistant Grade-I	Duty on 05, 11, 13 & 15 May, 2020
22.	Shri Suvendu Saha	Office Assistant Grade-I	Duty on 05, 11, 13 & 15 May, 2020
23.	Shri Rajib Kr. Dey	Technical Assistant-B	All working days.
24.	Shri Anand Kumar	Jr. Stenographer	All working days.
25.	Shri Suva Roy	Office Assistant Grade-I	Duty on 04, 06, 08, 12, & 14 May, 2020
26.	Shri Srijan Halder	Technical Officer 'A'	Duty on 05, 11, 13 & 15 May, 2020
27.	Shri Rajarshi Bhattacharjee	Education Assistant 'B'	Duty on 05, 11, 13 & 15 May, 2020
28.	Shri Subhendu Moharana	Exhibition Assistant 'B'	Duty on 05, 11, 13 & 15 May, 2020
29.	Shri Siddesh D.C.	Exhibition Assistant 'A'	All working days.
30.	Shri Goutam Manna	Technician 'F'	Duty on 05, 11, 13 & 15 May, 2020
31.	Shri Dhani Ram Tudu	Office Assistant Grade-II	All working days.

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32.	Shri Ashish Raj	Office Assistant Grade-III	Duty on 05, 11, 13 & 15 May, 2020
33.	Shri Supriya Hazra	Office Assistant Grade-III	Duty on 05, 11, 13 & 15 May, 2020
34.	Shri Som Nath Das	Office Assistant Grade-II	Duty on 05, 11, 13 & 15 May, 2020
35.	Shri Murari Jha	Office Assistant Grade-II	Duty on 05, 11, 13 & 15 May, 2020
36.	Smt. Adrija Nandi	Office Assistant Grade-III	Duty on 05, 11, 13 & 15 May, 2020
37.	Shri. Sanjay Shaw	Office Assistant Grade-III	Duty on 05, 11, 13 & 15 May, 2020

Remaining officials shall work from home and should be made themselves available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

Officials residing in containment zone may please provide the details to the office for consideration.

Office Circular No. I-13019/1/16 dated 01.05.2020 may please be strictly adhered to.

This issues with the approval of Competent Authority.


(Sasti Ghosal)
Controller of Administration

To:

All officials mentioned above

Copy to:

1. Director (Hqrs.)/NE Zone/CRTL
2. PPS to DG, NCSM
3. All Sectional Heads
4. Office copy