

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 /52

दिनांक/Dated : 01.06.2020

कार्यालय ज्ञापन/OFFICE MEMORANDUM

In pursuance of NCSM O.M. No. I-13019/1 dated 01/06/2020, it has been decided that in order to take preventive measures to contain the spread of COVID19, the office of NCSM (Hqrs.) & NE Zone shall continue to function w.e.f.02.06.2020 as per the following roster :-

Officers and staff members are required to attend office on alternate date as under :-

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 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
3.	Shri S. Sikdar	E.E.	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
4.	Shri. S. Auddy	PPS to DG	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
5	Shri Saurav Ghosh	Dy. CoA	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
6.	Shri. Pulak Saha	Technical Officer 'C'	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
7.	Shri Seetha Ram Damarla	Curator 'C'	All working days
8.	Shri. S. N Singh	PRO	All working days
9.	Shri. K. Unnikrishnan	Dy. CoS&P	All working days
10.	Shri Prabir Chowdhury	Private Secretary, NEZ	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
11.	Smt. Sangita Ray	Education Officer 'A'	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
12.	Smt. S. Rajeswari	Section Officer	All working days
13.	Shri Tapan Chowdhury	Section Officer	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
14.	Shri Abhijit Pal	Section Officer	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
15.	Smt. Sujata Banerjee	Private Secretary	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
16.	Shri Debjyoti Som	Section Officer	All working days
17.	Shri Partha Das	Sr. Stenographer	All working days
18.	Shri Dilip Saha	Office Assistant Grade-I	All working days
19.	Shri Suvendu Saha	Office Assistant Grade-I	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
20.	Shri Rajib Kr. Dey	Technical Assistant-B	All working days
21.	Shri Anand Kumar	Jr. Stenographer	All working days
22.	Smt. Suva Roy	Office Assistant Grade-I	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
23.	Shri Simanta Chatterjee	Office Assistant Grade-I	All working days
24.	Smt. Shampa Neogi	Office Assistant Grade-I	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
25.	Shri Sudipta Chatterjee	Sr. Stenographer	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
26.	Shri Jamini Ranjan Das	Office Assistant Grade-I	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
27.	Shri Utpal Kr. Maity	Education Assistant 'B'	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
28.	Smt. Manjula Bhattacharya	Library Assistant 'B'	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
29.	Shri Sukumar Das	Driver (Spl. Grade)	Duty on 2 nd & 4 th week of June, 2020.
30.	Shri Tapas Kumar Saha	Driver (Spl. Grade)	Duty on 2 nd & 4 th week of June, 2020.
31.	Shri Gobinda Debnath	Jr. Stenographer	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
32.	Smt. Krishna Mallick	Office Assistant (Grade-II), NEZ	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
33.	Shri Dhani Ram Tudu	Office Assistant Grade-II	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
34.	Smt. Mowsumi Banerjee	Office Assistant Grade-II	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020

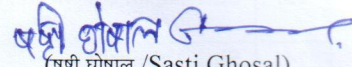
35.	Shri Gour Chandra Sau	Technical Assistant 'A'	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
36.	Shri Rahul Kumar Singh	Technical Assistant 'A'	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
37.	Shri Ashish Raj	Office Assistant Grade-III	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
38.	Shri Supriyo Hazra	Office Assistant Grade-III	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
39.	Shri Somnath Das	Office Assistant Grade-II	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
40.	Shri Sutanu Chowdhury	Office Assistant Grade-II	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
41.	Debashree Nandi	Office Assistant (Grade-II)	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
42.	Ayan Kr. Laha	Office Assistant (Grade-II)	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
43.	Shri Murari Jha	Office Assistant Grade-II	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
44.	Smt. Adrija Nandi	Office Assistant Grade-III	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
45.	Shri Pravat Kr. Mitra	Driver (Grade-II)	Duty on 1 st & 3 rd week of June, 2020.
46.	Shri Biswajit Majumder	Driver (Grade-II)	Duty on 1 st & 3 rd week of June, 2020.
47.	Shri. Sanjay Shaw	Office Assistant Grade-III	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
48.	Ms. Mousumi Sengupta	Office Assistant (Grade-III)	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
49.	Shri Khela Murmu	Driver (Grade-II)	All working days.
50.	Shri Rajarshi Bhattacharjee	Education Assistant 'B'	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020
51.	Shri Sarat Chandra Jha	Hindi Consultant	Duty on 03, 05, 09,11,15,17,19,23,25 & 29 June, 2020
52.	Ms. Gargi Roy	Trainee(Media)	Duty on 02, 04, 08, 10,12,16,18,22, 24, 26 & 30 June, 2020

Officials those who will work from home 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.


(सती घोषाल /Sasti Ghosal)

नियंत्रक (प्रशासन)/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