

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

दिनांक/Dated : 18.05.2020

आई/1-13019/1

कार्यालय ज्ञापन/OFFICE MEMORANDUM

In pursuance of NCSM O.M. No. I-13019/1 dated 19/05/2020, 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.18.05.2020 as per the following roster :-

- 1) Dy. Secretary i.e. Pay Matrix Level-12 and above to the extent of 100% strength.
- 2) Officers and staff members below Pay Matrix Level-12 upto 50% 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	Duty on 18, 19, 21, 27 & 29 May, 2020
2.	Shri Saibal Bose	Dy. CoA	Duty on 18, 19, 21, 27 & 29 May, 2020
3.	Shri S. Sikdar	E.E.	Duty on 18,19, 21, 27, & 29 May, 2020
4.	Shri. S. Auddy	PPS to DG	Duty on 18,19, 21, 27, & 29 May, 2020
5.	Shri Saurav Ghosh	Dy. CoA	Duty on 18,19, 21, 27, & 29 May, 2020
6.	Shri. Pulak Saha	Technical Officer 'C'	Duty on 18, 19, 21, 27 & 29 May, 2020
7.	Shri Seetha Ram Damarla	Curator 'C'	Duty on 18, 19, 21, 27 & 29 May, 2020
8.	Shri. S. N Singh	PRO	Duty on 18, 19, 21, 27 & 29 May, 2020
9.	Shri. K. Unnikrishnan	Dy. CoS&P	Duty on 20, 22, 26 & 28 May, 2020
10.	Shri Prabir Chowdhury	Private Secretary, NEZ	Duty on 20, 22, 26 & 28 May, 2020
11.	Smt. Sangita Ray	Education Officer 'A'	Duty on 18, 20, 22, 27 & 29 May, 2020
12.	Smt. S. Rajeswari	Section Officer	Duty on 18, 19, 21, 27 & 29 May, 2020
13.	Shri Tapan Chowdhury	Section Officer	Duty on 18, 20, 22, 27 & 29 May, 2020
14.	Smt. Sujata Banerjee	Private Secretary	Duty on 18, 20, 22, 26 & 28 May, 2020
15.	Shri Partha Das	Sr. Stenographer	Duty on 19, 21, 26, & 28 May, 2020
16.	Shri Dilip Saha	Office Assistant Grade-I	Duty on 20, 22, 26 & 28 May, 2020
17.	Shri Suvendu Saha	Office Assistant Grade-I	Duty on 18, 19, 21, 28 & 29 May, 2020
18.	Shri Rajib Kr. Dey	Technical Assistant-B	Duty on 18, 19, 21, 27 & 29 May, 2020
19.	Shri Anand Kumar	Jr. Stenographer	Duty on 20, 22, 26 & 28 May, 2020
20.	Shri Debjyoti Som	Section Officer	Duty on 21, 27 & 29 May, 2020
21.	Smt. Suva Roy	Office Assistant Grade-I	Duty on 20, 22, 26 & 28 May, 2020
22.	Shri Simanta Chatterjee	Office Assistant Grade-I	Duty on 19, 21, 27, & 29 May, 2020
23.	Smt. Shampa Neogi	Office Assistant Grade-I	Duty on 20, 22, 26 & 28 May, 2020
24.	Shri Sudipta Chatterjee	Sr. Stenographer	Duty on 20, 22, 26 & 28 May, 2020
25.	Shri Jamini Ranjan Das	Office Assistant Grade-I	Duty on 20, 22, 26 & 28 May, 2020
26.	Shri Utpal Kr. Maity	Education Assistant 'B'	Duty on 20, 22, 26 & 28 May, 2020
27.	Smt. Manjula Bhattacharya	Library Assistant 'B'	Duty on 20, 22, 26 & 28 May, 2020
28.	Shri Sukumar Das	Driver (Spl. Grade)	Duty on 20, 22, 26 & 28 May, 2020
29.	Shri Tapas Kumar Saha	Driver (Spl. Grade)	Duty on 20, 22, 26 & 28 May, 2020
30.	Shri Gobinda Debnath	Jr. Stenographer	Duty on 20, 22, 26 & 28 May, 2020
31.	Smt. Krishna Mallick	Office Assistant (Grade-II), NEZ	Duty on 18, 19, 21, 27 & 29 May, 2020
32.	Shri Dhani Ram Tudu	Office Assistant Grade-II	

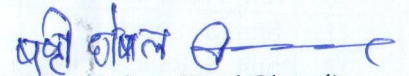
33.	Smt. Mowsumi Banerjee	Office Assistant Grade-II	Duty on 21, 26, 28 & 29 May, 2020
34.	Smt. Soma Dey	Office Assistant Grade-II	Duty on 20, 22, 26 & 28 May, 2020
35.	Shri Gour Chandra Sau	Technical Assistant 'A'	Duty on 20, 22, 26 & 28 May, 2020
36.	Shri Rahul Kumar Singh	Technical Assistant 'A'	Duty on 20, 22, 26 & 28 May, 2020
37.	Shri Ashish Raj	Office Assistant Grade-III	Duty on 18, 20, 22, 26 & 28 May, 2020
38.	Shri Supriyo Hazra	Office Assistant Grade-III	Duty on 19, 21, 26 & 28 May, 2020
39.	Shri Somnath Das	Office Assistant Grade-II	Duty on 19, 21, 27 & 29 May, 2020
40.	Shri Sutanu Chowdhury	Office Assistant Grade-II	Duty on 19, 21, 26 & 28 May, 2020
41.	Shri Murari Jha	Office Assistant Grade-II	Duty on 18, 19, 21, 27 & 29 May, 2020
42.	Smt. Adrija Nandi	Office Assistant Grade-III	Duty on 19, 21, 27 & 29 May, 2020
43.	Shri Biswajit Majumder	Driver (Grade-II)	Duty on 18, 19, 21, 27 & 29 May, 2020
44.	Shri. Sanjay Shaw	Office Assistant Grade-III	Duty on 19, 21, 27 & 29 May, 2020
45.	Ms. Mousumi Sengupta	Office Assistant (Grade-III)	Duty on 18, 19, 21, 27 & 29 May, 2020
46.	Shri Khela Murmu	Driver (Grade-II)	All working days.
47.	Shri Pravat Kr. Mitra	Driver (Grade-II)	Duty on 20, 22, 26 & 28 May, 2020
48.	Shri Rajarshi Bhattacharjee	Education Assistant 'B'	Duty on 18, 20, 22, 26 & 28 May, 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 supersedes NCSM Office Memorandum of even no. dated 02.05.2020 and issues with the approval of Competent Authority.


(सस्ती 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