

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

आई/I-13019/1/123

दिनांक/Dated : 20.04.2021

कार्यालय ज्ञापन/OFFICE MEMORANDUM

In pursuance of NCSM O.M. No.I-13019/1/121 dated 20/04/2021, it has been decided that in order to take preventive measures to contain rapid spread of COVID-19, all officers of the level of Under Secretary or equivalent (i.e. Pay Matrix Level-11) and below are required to attend office on alternate dates during the period from 21st to 30th April, 2021 as per the following roster :-

Sl. No.	Name of Officers and Staff	Designation	Remarks	
			To attend office	Work from Home
(April, 2021)				
1.	Shri K. K. Mishra	Dy. CoF&A	21,23,27 & 29	22,26,28 & 30
2.	Shri Saibal Bose	Dy. CoA	21,23,27 & 29	22,26,28 & 30
3.	Shri S. Sikdar	E.E.	22,26,28 & 30	21,23,27 & 29
4.	Shri. S. Auddy	PPS to DG	21,23,27 & 29	22,26,28 & 30
5.	Shri Saurav Ghosh	Dy. CoA	26,28 & 30	21,23,27 & 29
6.	Shri Seetha Ram Damarla	Curator 'C'	21,23,27 & 29	22,26,28 & 30
7.	Smt. Sujata Banerjee	Private Secretary	21,23,27 & 29	22,26,28 & 30
8.	Shri. S. N Singh	PRO	21,23,27 & 29	22,26,28 & 30
9.	Smt. Sangita Ray	Education Officer 'A'	22,26,28 & 30	21,23,27 & 29
10.	Smt. S. Rajeswari	Section Officer	22,26,28 & 30	21,23,27 & 29
11.	Shri Tapan Chowdhury	Section Officer	21,23,27 & 29	22,26,28 & 30
12.	Shri Abhijit Pal	Section Officer	22,26,28 & 30	21,23,27 & 29
13.	Shri Debjyoti Som	Section Officer	21,23,27 & 29	22,26,28 & 30
14.	Shri Partha Das	Private Secretary	21,23,27 & 29	22,26,28 & 30
15.	Shri Dilip Saha	Office Assistant Grade-I	22,26,28 & 30	21,23,27 & 29
16.	Shri Suvendu Saha	Office Assistant Grade-I	21,23,26 & 28	22,26,28 & 30
17.	Shri Rajib Kr. Dey	Technical Assistant-B	21,23,27 & 29	22,26,28 & 30
18.	Shri Anand Kumar	Jr. Stenographer	22,26,28 & 30	21,23,27 & 29
19.	Smt. Suva Roy	Office Assistant Grade-I	21,23,27 & 29	22,26,28 & 30
20.	Shri Simanta Chatterjee	Office Assistant Grade-I	21,23,27 & 29	22,26,28 & 30
21.	Smt. Shampa Neogi	Office Assistant Grade-I	21,23,27 & 29	22,26,28 & 30
22.	Shri Sudipta Chatterjee	Sr. Stenographer	22,26,28 & 30	21,23,27 & 29
23.	Shri Jamini Ranjan Das	Office Assistant Grade-I	21,23,27 & 29	22,26,28 & 30
24.	Shri Utpal Kr. Maity	Education Officer 'A'	21,23,27 & 29	22,26,28 & 30
25.	Smt. Manjula Bhattacharya	Library Officer 'A'	22,26,28 & 30	21,23,27 & 29
26.	Shri Gobinda Debnath	Sr. Stenographer , NEZ	21,23,27 & 29	22,26,28 & 30
27.	Shri Rajarshi Bhattacharjee	Education Officer 'A'	22,26,28 & 30	21,23,27 & 29
28.	Smt. Krishna Mallick	Office Assistant (Gr-II), NEZ	22,26,28 & 30	21,23,27 & 29
29.	Shri Dhani Ram Tudu	Office Assistant (Grade-II)	21,23,27 & 29	22,26,28 & 30
30.	Smt. Sushma Mishra	Jr. Stenographer	22,26,28 & 30	21,23,27 & 29
31.	Shri Gour Chandra Sau	Technical Assistant 'A'	22,26,28 & 30	21,23,27 & 29
32.	Smt. Mowsumi Banerjee	Office Assistant (Grade-II)	21,23,26 & 28	22,27,29 & 30
33.	Shri Sutanu Chowdhury	Office Assistant Grade-II	22,23,27 & 29	21,26,28 & 30
34.	Shri Somnath Das	Office Assistant Grade-II	21,22,28 & 30	23,26,27 & 29
35.	Shri Murari Jha	Office Assistant Grade-II	22,26,28 & 30	21,23,27 & 29
36.	Shri Sumon Das	Technical Assistant 'A'	21,23,27 & 29	22,26,28 & 30
37.	Shri Ashish Raj	Office Assistant Grade-III	22,26,28 & 30	21,23,27 & 29
38.	Shri Supriyo Hazra	Office Assistant Grade-III	21,22,26 & 28	23,27,29 & 30

Sl. No.	Name of Officers and Staff	Designation	Remarks	
39.	Smt. Adrija Nandi	Office Assistant Grade-III	22,26,28 & 30	21,23,27 & 29
40.	Shri Sanjay Shaw	Office Assistant Grade-III	21,23,27 & 29	22,26,28 & 30
41.	Shri Sukumar Das	Driver (Spl. Grade)	22,26,28 & 30	
42.	Shri Pravat Kr. Mitra	Driver (Grade-II)	4 th week (26 th to 29 th)	
43.	Shri Biswajit Majumder	Driver (Grade-II)	3 rd week (21 st to 23 rd & 30 th)	
44.	Ms. Mousumi Sengupta	Office Assistant (Grade-III)	21,23,27 & 29	22,26,28 & 30
45.	Shri Nani Gopal Singha	Driver (Grade-II)	All working days	
45.	Ms. Gargi Roy	Trainee (Media)	22,26,28 & 30	21,23,27 & 29

Officials 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.

This issues with the approval of Competent Authority.

Rev. 20/04/2021
(शैबाल बोस/Saibal Bose)

उप नियंत्रक (प्रशासन)/ Dy. 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