

**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-13019/1/160

दिनांक/Dated : 30.04.2021

**कार्यालय ज्ञापन/OFFICE MEMORANDUM**

In pursuance of NCSM O.M. No.I-13019/1/121 dated 20/04/2021 and considering unprecedented surge in COVID-19, it has been decided that 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/weeks during the month of May, 2021 as per the following roster :-

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

Sl. No	Name of Officers and Staff	Designation	Remarks	
			To attend office	Work from Home
(May, 2021)				
33.	Shri Sutanu Chowdhury	Office Assistant (Grade-II)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
34.	Shri Somnath Das	Office Assistant (Grade-II)	4,6,10,12,17,19,21,25,28,31	3,5,7,11,13,18,20,24 & 27
35.	Shri Ayan Kumar Laha	Office Assistant (Grade-II)	2 <sup>nd</sup> week(10-14) & 4 <sup>th</sup> week(24-28) May, 2021	1 <sup>st</sup> week & 3 <sup>rd</sup> week
36.	Shri Murari Jha	Office Assistant (Grade-II)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
37.	Shri Ashish Raj	Office Assistant (Grade-III)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
38.	Shri Supriyo Hazra	Office Assistant (Grade-III)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
39.	Smt. Adrija Nandi	Office Assistant (Grade-III)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
40.	Shri Sanjay Shaw	Office Assistant (Grade-III)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
41.	Shri Sukumar Das	Driver (Spl. Grade)	4,6,10,12,17,19,21,25,28,31	3,5,7,11,13,18,20,24 & 27
42.	Shri Pravat Kr. Mitra	Driver (Grade-II)	3,5,7,11,13,18,20,24,27,31	4,6,10,12,17,19,21,25 & 28
43.	Shri Biswajit Majumder	Driver (Grade-II)	1 <sup>st</sup> week(3-7) & 3 <sup>rd</sup> week(17-21) May, 2021	2 <sup>nd</sup> week & 4 <sup>th</sup> week
44.	Ms. Mousumi Sengupta	Office Assistant (Grade-III)	1 <sup>st</sup> week(3-7) & 3 <sup>rd</sup> week(17-21) May, 2021	2 <sup>nd</sup> week & 4 <sup>th</sup> week
45.	Shri Nani Gopal Singha	Driver (Grade-II)	All working days	
46.	Koushik Mondal	Technician 'A', NEZ	2 <sup>nd</sup> week(10-14) & 4 <sup>th</sup> week(24-28) May, 2021	1 <sup>st</sup> week & 3 <sup>rd</sup> week
47.	Ms. Gargi Roy	Trainee (Media)	2 <sup>nd</sup> week(10-14) & 4 <sup>th</sup> week(24-28) May, 2021	1 <sup>st</sup> week & 3 <sup>rd</sup> week

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. The O.M. shall remain in force till 31.05.2021, or until further order, whichever is earlier.

This issues with the approval of Competent Authority.

*Per 30/05/2021.*  
(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. PRO & Hindi cell
4. All Sectional Heads
5. Office copy