

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/1-13019/1

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दिनांक/Dated : 15.06.2021

कार्यालय ज्ञापन/OFFICE MEMORANDUM

In pursuance of NCSM O.M. Nos. I-13019/1/248 & I-13019/1/249 dated 15.06.2021, it has been decided that all officers in NCSM Hqrs./NEZ, at the level of Under Secretary or equivalent and above(Pay Matrix Level-11) are required to attend office on all working days during the period from 16.06.2021 to 30.06.2021. Remaining officials in NCSM(Hqrs.)/NEZ shall attend office as per the following duty roster during the aforesaid period :

Sl. No.	Name of Officers and Staff	Designation	Remarks	
			To attend office	Work from Home
				(June, 2021)
1.	Smt. Sujata Banerjee	Private Secretary	23,25 & 29	16,17,18,21,22,24,28 & 30
2.	Smt. Sangita Ray	Education Officer 'A'	16,23 & 29	17,18,21,22,24,25,28 & 30
3.	Smt. S. Rajeswari	Section Officer	18,24 & 30	16,17,21,22,23,25,28, & 29
4.	Shri Tapan Chowdhury	Section Officer	16,23 & 29	17,18,21,22,24,25,28 & 30
5.	Shri Abhijit Pal	Section Officer	18,24 & 30	16,17,21,22,23,25,28, & 29
6.	Shri Debjyoti Som	Section Officer	16,23 & 29	17,18,21,22,24,25,28 & 30
7.	Shri Partha Das	Private Secretary	18,24 & 30	16,17,21,22,23,25,28, & 29
8.	Shri Dilip Saha	Office Assistant (Gr.-I)	18,24 & 30	16,17,21,22,23,25,28, & 29
9.	Shri Suvendu Saha	Office Assistant (Gr.-I)	18,23 & 29	16,17,21,22,23,25,28, & 29
10.	Shri Rajib Kr. Dey	Technical Assistant-B	16,23 & 29	17,18,21,22,24,25,28 & 30
11.	Shri Anand Kumar	Jr. Stenographer	18,24 & 30	16,17,21,22,23,25,28, & 29
12.	Smt. Suva Roy	Office Assistant (Gr.-I)	16,23 & 29	17,18,21,22,24,25,28 & 30
13.	Shri Simanta Chatterjee	Office Assistant (Gr.-I)	16,23 & 29	17,18,21,22,24,25,28 & 30
14.	Smt. Shampa Neogi	Office Assistant (Gr.-I)	18,24 & 30	16,17,21,22,23,25,28, & 29
15.	Shri Sudipta Chatterjee	Sr. Stenographer	22,24 & 28	16,17,18,21,23,25,29 & 30
16.	Shri Jamini Ranjan Das	Office Assistant (Gr.-I)	16,23 & 29	17,18,21,22,24,25,28 & 30
17.	Shri Utpal Kr. Maity	Education Officer 'A'	18,24 & 30	16,17,21,22,23,25,28, & 29
18.	Smt. Manjula Bhattacharya	Library Officer 'A'	16,23 & 29	17,18,21,22,24,25,28 & 30
19.	Shri Gobinda Debnath	Sr. Stenographer , NEZ	16,23 & 29	17,18,21,22,24,25,28 & 30
20.	Shri Rajarshi Bhattacharjee	Education Officer 'A'	17,22 & 29	16,18,21,23,24,25,28 & 30
21.	Smt. Krishna Mallick	Office Assistant (Gr.-II), NEZ	18,24 & 30	16,17,21,22,23,25,28, & 29
22.	Shri Dhani Ram Tudu	Office Assistant (Gr.-II)	16,23 & 29	17,18,21,22,24,25,28 & 30
23.	Smt. Sushma Mishra	Jr. Stenographer	16,23 & 29	17,18,21,22,24,25,28 & 30
24.	Shri Gour Chandra Sau	Technical Assistant 'A'	18,24 & 30	16,17,21,22,23,25,28, & 29
25.	Smt. Mowsumi Banerjee	Office Assistant (Gr.-II)	16,23 & 29	17,18,21,22,24,25,28 & 30
26.	Shri Sutanu Chowdhury	Office Assistant (Gr.-II)	16,23 & 29	17,18,21,22,24,25,28 & 30
27.	Shri Somnath Das	Office Assistant (Gr.-II)	18,24 & 30	16,17,21,22,23,25,28, & 29
28.	Shri Ayan Kumar Laha	Office Assistant (Gr.-II)	17,22 & 29	16,18,21,23,24,25,28 & 30
29.	Shri Murari Jha	Office Assistant (Gr.-II)	16,23 & 29	17,18,21,22,24,25,28 & 30
30.	Shri Ashish Raj	Office Assistant (Gr.-III)	18,24 & 30	16,17,21,22,23,25,28, & 29
31.	Shri Supriyo Hazra	Office Assistant (Gr.-III)	18,24 & 30	16,17,21,22,23,25,28, & 29
32.	Smt. Adrija Nandi	Office Assistant (Gr.-III)	16,23 & 29	17,18,21,22,24,25,28 & 30
33.	Shri Sanjay Shaw	Office Assistant (Gr.-III)	18,24 & 30	16,17,21,22,23,25,28, & 29

Sl. No.	Name of Officers and Staff	Designation	Remarks	
			To attend office	Work from Home
			(June, 2021)	
34.	Shri Sukumar Das	Driver (Spl. Grade)	16,23 & 29	17,18,21,22,24,25,28 & 30
35.	Shri Pravat Kr. Mitra	Driver (Grade-II)	18,24 & 30	16,17,21,22,23,25,28, & 29
36.	Shri Biswajit Majumder	Driver (Gr.-II)	16,23 & 29	17,18,21,22,24,25,28 & 30
37.	Ms. Mousumi Sengupta	Office Assistant (Gr.-III)	16,23 & 29	17,18,21,22,24,25,28 & 30
38.	Shri Nani Gopal Singha	Driver (Gr.-II)	All working days	
39.	Shri Koushik Mondal	Technician 'A', NEZ	16,23 & 29	17,18,21,22,24,25,28 & 30
40.	Ms. Gargi Roy	Trainee (Media)	18,24 & 30	16,17,21,22,23,25,28, & 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. The O.M: shall remain in force till 30.06.2021, or until further order, whichever is earlier.

This issues with the approval of Competent Authority.

Saibal Bose
(शैबाल बोस Saibal Bose)

उप नियंत्रक (प्रशासन) Dy. Controller of Administration

To:

- 1) All officers in Pay Matrix Level-11 & above
- 2) All the above officials

Copy to:

1. Director- Hqrs./ CRTL / NE Zone
2. PPS to DG, NCSM
3. PRO & Hindi cell
4. All Sectional Heads
5. Office copy