



Government of India

Ministry of Science & Technology

Department of Science & Technology

NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION

(NATMO)

3rd M.S.O. Building (7th floor), C.G.O. Complex,
D.F Block, Salt Lake City, Kolkata-700 064

Website : www.natmo.gov.in

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OFFICE ORDER

Following are the Duties & Responsibilities of different posts of NATMO considering the change in Technology and methods of working in NATMO w.e.f date of issue of this Office Order:-

JOINT DIRECTOR (J.D.)

- (1) To assist the Director in running the organisation, coordinating geographical research activities and to provide supervision and guidance wherever necessary.
- (2) Implementing training courses in cartography & related fields using web mapping, cyber mapping, tele-mapping, 3D mapping, Braille mapping etc.
- (3) To attend other duties as may be assigned.

DEPUTY DIRECTOR (D.D.)

- (1) To assist the Director in thematic maps, overall control of the technical sections.
- (2) To assist the Director for preparation of maps for 'National Atlas' and other atlases & cartographic projects.
- (3) Checking and validating the projects, feasibility study of new projects etc.
- (4) To prepare details of specification of cartographic methods, map products & services.
- (5) Guiding training in cartography & related fields such as web mapping, cyber cartography, tele-mapping, 3D mapping, Braille mapping etc.
- (6) To attend other duties as may be assigned.

RESEARCH OFFICER (R.O.)

- (1) To critically study & research the published thematic maps and atlases and to prepare and supervise preparation of thematic maps and other products.
- (2) To critically study & propose new technologies for preparation of maps & services.
- (3) To conduct field surveys, GPS survey and carryout geographical research.
- (4) Planning of new projects & preparation of digital data structure.
- (5) Analysis of remotely sensed data to extract information.
- (6) To impart training in digital map reproduction, 'GIS & Geo-Spatial Tools'.
- (7) To generate online services & data for web applications.
- (8) To assist the Director in the technical works of the organisation.
- (9) To attend other duties as may be assigned.

SCIENTIFIC OFFICER (S.O.)

- (1) To prepare maps, atlases and other map products & services on various themes.
- (2) Preparation of GIS database for project assigned.
- (3) Implementation of modern technologies adopted by the organisation.
- (4) To carryout geographical research, laboratory work, field surveys, GPS survey.

- (5) To collect, process and analyse remote sensing data.
- (6) To supervise the work of scientific, technical and other subordinate staff.
- (7) To assist online service & development of the web data.
- (8) To attend other duties as may assigned.

RESEARCH ASSISTANT (R.A.)

- (1) Assisting Research Officer and Scientific Officer in preparation of GIS database on different projects.
- (2) Implementation of 'Geo-Spatial Technology' in the organisation.
- (3) Spatial data capturing from analog & digital sources.
- (4) To supervise the work of the junior officials.
- (5) To develop specialized knowledge & keep track of modern development in the field of GIS, mapping, remote sensing & related fields.
- (6) To assist online service & development of the web data as assigned.
- (7) To attend other duties as may be assigned.

JUNIOR GEOGRAPHICAL ASSISTANT (Jr.G.A.)

& STATISTICAL ASSISTANT

- (1) Spatial data capturing from analog & digital sources.
- (2) Analysis of spatial & attribute data for generation of map production.
- (3) Execution of GIS, remote sensing, mapping & other projects.
- (4) Compilation & analyse statistical data.
- (5) Assist in field, GPS survey.
- (6) To attend other duties as may assigned.

FIELD ASSISTANT (F.A.)

- (1) Compilation, inventory & collection of data from field.
- (2) Preparation of map products using modern techniques.
- (3) To assist the field party in ground truth & GPS survey.
- (4) Maintaining the digital data of section.
- (5) To attend other duties as may assigned.

SENIOR STATISTICAL OFFICER

- (1) Responsible for collection, compilation and analysis of statistical data from published & unpublished sources and to take up research projects involving extensive use of statistical analysis.
- (2) Supervising analysis of statistical data for use in GIS & other projects.
- (3) To plan and implement modernization of methods of data acquisition and its analysis.
- (4) Provide assistance in developing GIS data.
- (5) Data validation.
- (6) To finalise data representation and specification.
- (7) To attend other duties as may be assigned.

STATISTICAL OFFICER

- (1) Responsible for collection and compilation of statistical data from published & unpublished sources.
- (2) Responsible for analysis of statistics collected from various sources.
- (3) Analysis of statistical data for use in GIS products.
- (4) To plan and implement modernization of methods of data acquisition and its analysis.
- (5) Testing data validation.
- (6) To attend other duties as may be assigned.

MANAGER

- (1) In-charge of all printing & photographic jobs of the organisation.
- (2) In-charge of 'Digital Data & Film Bank'.
- (3) To supervise work of map printing & desktop publishing.

- (4) To supervise & coordinate silk screen printing.
- (5) To supervise pre-press (digital & manual).
- (6) Policy making of printing production & printing unit development.
- (7) To impart training in modern tools of map production/ reproduction.
- (8) To attend other duties as may be assigned.

ASSISTANT MANAGER (A.M.)

- (1) To assist Manager of printing division.
- (2) Responsible for map printing, desktop publishing and photography jobs.
- (3) Planning of printing jobs and cost estimation of map and other jobs.
- (4) To assist in map reproduction & printing unit development.
- (5) To assist the Manager in the general administration & technical works of the printing division.
- (6) To attend other duties as may be assigned.

SENIOR TECHNICAL ASSISTANT (PROCESS)

- (1) To supervise the work of camera, pre-press, plate making, printing, scanning, film separation, printing workflow, C.T.P, silk-screen and management of press.
- (2) To look after quality control of all sections of the printing division.
- (3) To co-ordinate the camera, pre press, imposition & other printing works.
- (4) To supervise desktop publishing jobs & maintenance of digital data bank and film bank.
- (5) To attend other duties as may be assigned.

TECHNICAL ASSISTANT (PROCESS)

& LITHO MACHINE PRINTER GRADE-II (L.M.P.-II)

- (1) Handle, operate and maintain camera, colour offset machine, computer control offset machine and other accessories, produce negatives, proofs etc.
- (2) Look after the offset printing section & quality of production.
- (3) Methodology and related jobs of map printing division.
- (4) Desktop publishing jobs.
- (5) To attend other duties as may be assigned.

PRINTER, PLATE MAKER

- (1) To operate scanner, image setter, C.T.P, process camera etc.
- (2) To handle single or multi-colour offset printing machine, auto plate processor, C.T.P and 'Computerised Control Offset Machine (C.P.C)' for printing multicolor maps.
- (3) Colour mixing, maintenance of the offset printing machine & quality of production.
- (4) To retouch and correct negative, positive and plates, to separate colours, desktop publishing jobs.
- (5) To prepare printing plates, to maintain equipment and records of the section, to prepare chemicals.
- (6) Photo copying of maps and other materials, darkroom work, negative retouching.
- (7) To attend to other duties as may be assigned.

MACHINE MAN, COMPOSITOR & ELECTRICIAN

- (1) Operation of printing machines & paper cutting machine.
- (2) Repairing of computer hardware (minor faults) & other associate accessories.
- (3) To assist to operate all technical equipment as & when necessary.
- (4) To undertake DTP job.
- (5) To maintain digital data bank & film bank.
- (6) To attend to other duties as may be assigned.

HINDI OFFICER

- (1) Over all supervision of all works in Hindi (Raj-Bhasha) cell.
- (2) Vetting of all the translated materials, annual report etc. in the Hindi cell.
- (3) To acquaint officers and staff of NATMO with the Official Language Act, Rules and other important orders relating to the implementation of Official Language and to assist and help them in the implementation of the same.
- (4) To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to 'Hindi Teaching Scheme and Official Language Policy' in the NATMO headquarters and units.
- (5) Handle classes for the employees and officers in the 'Hindi Karyashala' in the NATMO and also other central government establishments.
- (6) To conduct inspection in the various sections on the progressive use of Official Language.
- (7) Holding duties as Secretary of the Official Language Implementation Committee of the NATMO.
- (8) Prepare action plans in accordance with the annual programme for the implementation of Official Language and to achieve the targets in implementation of Official Language.
- (9) Supervise the functioning of Hindi Library.
- (10) To prepare drafts, notes, write-up etc. for map, atlases & other publication in Hindi.
- (11) To attend other duties as may be assigned.

HINDI TRANSLATOR

- (1) Translation work from English to Hindi and vice-versa of the various letters, orders, training material, annual reports, write up of maps and atlases, technical terminology used in various sections of NATMO etc.
- (2) Preparation and maintenance of roster pertaining to the Hindi training of the employees of the NATMO.
- (3) Maintaining file for translation of all the official documents to be issued from the NATMO under section 3(3) of the O.L. Act 1963 pertaining to the different sections of the NATMO.
- (4) To extend all sorts of assistance in the Raj Bhasha Section.
- (5) Assist Hindi Officer to deal in correspondence with other central government organisations under 'Official Language Implementation Committee' and in other activities and arranging of 'Hindi Karyashala' organized in regular intervals and for smooth conduct of Hindi Day/ Hindi Fortnight/ Hindi Week etc.
- (6) Dealing with the files regarding the correspondence of official for strict compliance of issuing all the official documents under Section 3(3) of O.L. Act, 1963.
- (7) To assist Hindi Officer in connection with the implementation of O.L. Act and Rules and chalk out programmes and suggestions for the achievement of progress in the progressive use of Official Language.
- (8) To assist the Hindi Officer in organizing 'Hindi Karyashala' and inspections on the implementation of Official Language.
- (9) Organising & handling Hindi classes in the 'Hindi Karyashalas'.
- (10) To assist the Hindi Officer to achieve the target prescribed in the annual programme on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language.
- (11) Opening and recording of all the files pertaining to the Hindi cell of the NATMO.
- (12) To prepare drafts, notes, write-up etc. (digitally & manually) for map, atlases & other publication in Hindi.
- (13) To attend other duties as may be assigned.

SENIOR LIBRARIAN AND INFORMATION ASSISTANT (S.L.I.A.)

- (1) To manage the 'Documentation Centre of NATMO' composing of maps, atlas, books, newspapers, CDs, satellite imageries & aerial photographs and other documents & should be responsible for its management including keeping records thereof.
- (2) Filing, indexing, cataloging, classifying and issuing of maps, atlas, books, other publications, records & CDs.
- (3) To organize electronics resources of the 'Documentation Centre of NATMO'.
- (4) To provide online service of the library & development of the web site of the organisation.
- (5) To assist the officers & staffs in procurement of maps, atlases, books & other research materials.
- (6) Reference, referral & other library services to all the library user.
- (7) To attend other duties as may be assigned.

SENIOR ADMINISTRATIVE OFFICER (Sr.A.O.)

- (1) Responsible for smooth functioning of all the administrative, store & accounts of the NATMO.
- (2) To assist the Director, Joint Director in running the organisation.

- (3) To attend other duties as may be assigned.

ADMINISTRATIVE OFFICER (A.O.)

- (1) To execute the administrative policies as are decided by the Director.
- (2) To look after the day to day administration of the organisation including all functions relating to accounts, establishment and general administration.
- (3) To assist the Director, Joint Director, Head of Office etc. in running the organisation.
- (4) To attend other duties as may be assigned by the Sr. Admn. Officer, Director etc.

PRIVATE SECRETARY (P.S.)

**&
STENOGRAPHER GRADE- I, II**

- (1) Relieving the officer of much of his routine work and generally assisting him in a manner as directed by him, such as :
 - (a) Collection of information and files.
 - (b) Compilation of data in given form.
 - (c) Opening of files.
 - (d) Maintenance of current files.
 - (e) Sending of routine reminders.
- (2) Taking dictation in shorthand and its transcription in the best manner possible.
- (3) Keeping confidential records, preparing tour programme and TA bills, booking passage etc.
- (4) Typing of essential or confidential/ secret documents including other typing work as considered necessary in administration.
- (5) Screening of telephone calls and the visitors in a tactful manner.
- (6) Fixing up of appointments, and if necessary canceling them.
- (7) Keeping an account list of engagements, meetings etc. and reminding the officers sufficiently in advance for keeping them up.
- (8) Maintaining, in proper order, the papers required to be retained by the officer.
- (9) Keeping a note of the movement of files, passed by his officer and other officers, if necessary.
- (10) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- (11) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
- (12) Generally assisting officers in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.
- (13) To attend other duties as may be assigned.

OFFICE SUPERINTENDENT (O.S.),

**HEAD CLERK,
ACCOUNTANT**

**&
SENIOR STORE ASSISTANT**

A. General Duties-

- (1) Distribution of work among the staff as evenly as possible.
- (2) Supervision of works of dealing assistants in the section.
- (3) Training, helping and advising the staff.
- (4) Management and co-ordination of the work.
- (5) Maintenance of order and discipline in the section.
- (6) To deal with confidential/ secret/ top secret correspondence & court related matters.
- (7) To handle important and intricate cases.
- (8) Seeing that the other departments are consulted before the issue of any orders where necessary.
- (9) Supervision of accounts, establishment, store, map sales etc.
- (10) Preparation of bills.
- (11) Maintenance of Guard Files etc.
- (12) Procurement/ issue of store and maintenance of records thereof.
- (13) Responsible for keeping of stores accounts etc.

(14) Maintenance of Recruitment Register/ Promotion Register/ Deputation Register/ Roster Register/ Vacancy Register/ Appointment Register/ Direct Register/ CR & APAR Register/ Qualification Register/ SC, ST, Minority etc. Reservation Register/ Residential Address Register etc.

(15) Preparation of budget requirement for stores and building/ maintenance etc. Monitoring of allocation of funds in various heads of accounts. Monitoring the preparation of Budget RE/ BE. Reconciliation of expenditure/ receipts with Pay and Accounts Officer. Checking of cash books, salary bills, schedules, medical claims, CBS, HAS, OTA, TA, LTC, CEA, GPF etc. Checking of income tax calculation statements and retirement benefits. Recording and weeding out of files in the section.

(16) To assist Administrative Officer in all administrative, accounts & store jobs.

B. All responsibilities relating to Dak.

C. All responsibilities relating to issue of draft.

D. All responsibilities of efficient and disposal of work and checks on delays.

E. Independent disposal of cases under his/ her control at his/ her level.

F. All duties in respect of recording and indexing.

G. To attend other duties as may be assigned.

UPPER DIVISION CLERK (WITH CARE TAKER),
STORE ASSISTANT
&
RECEPTIONIST CUM TELEPHONE OPERATOR (R.C.T.O.)

(a) Noting, drafting and preparation of bills.

(b) To see whether all facts open to check have been correctly stated.

(c) To point out any mistakes or incorrect statement of the facts.

(d) To draw attention, where necessary, to precedents or rules and regulations on the subject.

(e) To put up the Guard file, if necessary, and supply other relevant facts and figures.

(f) To bring out clearly the question under consideration and suggest a course of action, wherever possible.

(g) Should be responsible for matter concerning procurement disposal and maintenance of stores and equipments including keeping records thereof.

(h) To liaison with the landlords/ CPWD etc. regarding maintenance of office accommodation.

(i) To take charge of up-keep of furniture, fittings and accessories etc.

(j) To look after proper supplies of normal amenities to the staff members.

(k) Maintain & attend phone calls, EPBX, visitors.

(l) To attend other duties as may be assigned.

LOWER DIVISION CLERK (L.D.C.),
STORE KEEPER
&
GESTETNER OPERATOR

(1) Registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, docketing, typing, diaries, comparing, issuing of incoming & outgoing letters, dispatch, preparation of arrears/ bills and other statements, correction of reference books and submission of routine and simple drafts etc.

(2) To arrange for purchase maintenance, repairs and issue of all types stores and stationary and to keep proper account for them.

(3) Operation of the duplicating machine (hand & electric operator) and maintaining records of papers consumption etc.

(4) Maintenance of printing machine, computer & related equipments.

(5) To attend other duties as may be assigned.

STAFF CAR DRIVER GRADE- I,
STAFF CAR DRIVER GRADE- II
&
STAFF CAR DRIVER ORDINARY GRADE

(1) To drive light, medium and heavy motor vehicles.

(2) To do simple repairs & cleanliness of the vehicles.

(3) To attend other duties as may be assigned.

MULTI-TASKING STAFF (M.T.S.)

- (1) Physical maintenance of records of the section.
- (2) General cleanliness & upkeep of the section/ unit.
- (3) Carrying of files & other papers within the building.
- (4) Photocopying, sending of fax, binding, stitching, packing, unpacking etc.
- (5) Other non-clerical work in the section/ unit.
- (6) Assisting in routine office work like diary, dispatch etc., including on computer.
- (7) Delivering of dak, supplying drinking water.
- (8) Miscellaneous duties in the printing & camera division.
- (9) Watch & Ward duties.
- (10) Opening & closing of rooms.
- (11) Cleaning of rooms & office premises.
- (12) Dusting of furniture, equipment etc.
- (13) Cleaning of building, fixtures etc.
- (14) Work related to his ITI qualifications, if it exists.
- (15) To attend to field parties as well to attend loading, unloading and carrying govt. materials.
- (16) To attend library & film bank work.
- (17) Issuing books, atlases, maps etc. and works related to binding, map mounting, stitching of files & registrar & repairing jobs.
- (18) Packing and unpacking of maps, publications, papers documents and other materials for dispatch & writing addresses on packets.
- (19) Driving of vehicles, if in possession of valid driving license.
- (20) Upkeep of parks, lawns, plotted plants, garden etc.
- (21) Preparing and serving tea, coffee etc. and serving of drinking water.
- (22) To attend other duties as may be assigned.

DEPARTMENTAL TIFFIN ROOM STAFF

CLERK

- (i) To issue coupons in respect of items prepared for daily sale on counter;
- (ii) To maintain daily sale register;
- (iii) Tally daily cash sales against the coupons issued off and submit daily account in respect of sales.
- (iv) Responsibility of Store Keeping and accounting Tiffin Room A-Type.
- (v) Any other additional duty allotted by the In-Charge of the Canteen.

HALWAI-CUM-COOK

- (i) To prepare snacks like bonda, butter-toast, dosa, idly, vada, paneer pakora, smosa, matthi, vegetable cutlet, vegetable sandwich/ pakora etc;
- (ii) To prepare lunch/ meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, vegetable salad and sweet dishes i.e. burfi, besan burfi, coconut burfi, laddoo, pinnee, gulab-jamun, gajar-halwa, patisa and rasgulla etc.
- (iii) Any other additional duty allotted by the in-charge of the Canteen.

ASSISTANT HALWAI-CUM-COOK

- (i) To assist the Halwai-cum-Cook in preparation of various snacks and beverages such as bonda, butter-toast, dosa, idly, vada, paneer pakora, smosa, matthi, vegetable cutlet, vegetable sandwich/ pakora etc.
- (ii) To assist Halwai-cum-Cook in preparation of lunch/ meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad etc.
- (iii) In absence of Halwai-cum-Cook preparation of snacks and meals.
- (iv) Any other additional duty allotted by the In-Charge of the Canteen.

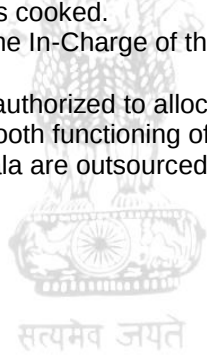
CANTEEN ATTENDANT

- (i) To prepare Tea/ Coffee/ Juice etc. for the users;
- (ii) To serve Tea/ Coffee/ Biscuits etc. in the official meetings;
- (iii) To provide regular room service to the Officers/ Staff;

- (iv) To collect the used cups/ plates & utensil's etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.
- (v) To clean crockery/ cutlery/ utensils etc. in three stage i.e. in running normal water; in hot detergent water and in potassium permanganate solution;
- (vi) To sweep and wash the floor area;
- (vii) Cleaning/ dusting table, chair and other furniture in canteens.
- (viii) Cleaning slabs and area where food is cooked.
- (ix) Any other additional duty allotted by the In-Charge of the Canteen.

The In-Charge of the Canteen is authorized to allocate the duties to the Canteen Attendants according to their capabilities and capacity for smooth functioning of the Canteen.

As and when services of Safaiwala are outsourced the duties of point (vi), (vii) and (viii) would be performed by him/ her.



[Prof. (Dr.) V. C. Jha]
Director

राष्ट्रीय एटलस एवं थिमैटिक मानचित्रण संगठन

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