



For uploading
Manoj Kumar
30.08.24

भारत सरकार Government of India

राष्ट्रीय एटलस एवं थीमैटिक मानचित्रण संगठन National Atlas & Thematic Mapping Organisation

विज्ञान और प्रौद्योगिकी विभाग Department of Science & Technology

35, जी. एन. ब्लॉक, सेक्टर V 35, GN Block, Sector V

सॉल्ट लेक सिटी, कोलकाता – 700091 Salt Lake City, Kolkata – 700091

No. 40-3/2022-Estt./ 757

Dated: 29/08/2024

OFFICE ORDER

The allocation of duties to the Ministerial and Non-Ministerial employees under the Store Section are being arranged as under:-

STORE SECTION

Section in Charge – Shri Daud Kandulna, Research Officer

- Over all responsibility, supervision of this section.
- All files will be routed through him.

Smt. Rita Chowdhury, Assistant in-charge & Scientific Officer

- Printing and publication
- Organize meeting

Shri Sarvajeet Kumar, Research Assistant

- Transfer of land and buildings
- Works/Procedure for Execution of works/Review of Projects
- Deployment of MTS & Man power
- Estate related works

Shri Suman Ghosh, Accountant

- Correspondence with CPWD/DST
- All type of expenditure
- Preparation of all reports
- Submission of records and information
- Budget formulation and implementation
- Government accounts
- Interest on capital
- Budgeting and accounting of externally aided projects

Shri Tapan Mondal, Store Assistant

- Procurement of Services
- Contract management
- Disposal of Articles

- Contingent & Miscellaneous expenditure
- Government guarantees
- Grants-in-aid and loans
- Security deposits

Shri Shri J.B. Chowdhury, Upper Division Clerk

- Stock register and issue Register
- Inventory management

Shri Deepak Kumar, Upper Division Clerk

- Preparation of Sanction orders
- Preparation of Works orders
- Payments regarding salary/procurement

Note :

1. Files related to Store Section will be routed through HOO.
2. All files to be submitted through e-office mode. No. physical file will be entertained.
3. Strict compliance of this order is mandatory, otherwise will be viewed seriously.

Amjad,
28/8/24

(Md. Amjad Khan)
Deputy Director
& Head of Office

Distribution:

1. ✓ HOO/DDO/Rajbhasa Section/Store and Procurement Section/ Records, Map Sales & Library Section/PS/All Division Heads/Website Monitoring Cell
DIV-11
2. Shri Suman Ghosh, Accountant (for circulation through e-mail).