



सत्यमेव जयते

Government of India

NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION

Department of Science & Technology
C.G.O. Complex (7th Floor), DF Block,
Salt Lake City, Kolkata – 700 064

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F. No. 40-3/2004-Estt./ 4876

Dated: February 17, 2022

OFFICE ORDER

In Continuation of the Officer Order 40-3/2004-Estt./ 4872 dated February 16, 2022, the following changes are being made for smooth functioning of Office with immediate effect.

Head of Office, Security and Cybersecurity:-

<p>Dr. Sajikrishnan K., R.O, HoO & Security and Cyber Security Officer</p>	<p>He will perform the duties of the Head of Office and the Security & Cyber Security Officer of NATMO (i.e. both the Admin & RAB). His duties are as under:- Security of the NATMO HQs & RAB, Monitoring and assigning the duties of the Security personnel hired, Issue of Temporary Gate Pass, Maintain cleanliness of office premises with the help of all available resources (Swatch Bharat Abhiyan), taking preventive measures for unauthorized encroachment of office premises by the unauthorised personnel or vehicles in the office premises, checking of ID cards all employees including contract labour (no one should enter the premises without the ID Card), act as a flying squad, monitoring of CC TV Cameras, frisking of the staff/Hired manpower for any theft of data/stores, free to access any computer for checking unauthorised activities, preventing illegal trespassing, to adhere all guide lines issued by the Govt from time to time etc. He will report directly to the Deputy Director/Director.</p>
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Transparency Officer:-

<p>Ms. Sraboni Bhattacharya (Pakrasi), RO, In-Charge</p>	<p>She will perform the duties of the Transparency Officer of NATMO. She will report to the Deputy Director/Director.</p>
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Estate and Store Section: -

<p>Ms. Rita Chowdhury, S.O. Incharge of Estate and Stores</p>	<p>She will perform the duties as In-charge of Estate and Stores. She will report to the DDO/Deputy Director/Director. Her duties are as under:-</p> <p><u>Estate</u> Overall responsibility of Estate including its routine maintenance and taking care of immovable property of NATMO, Planning, liaisoning and ensure execution of all type of Civil & Electrical and Horticulture work with CPWD including making correspondence regarding maintenance and financial aspects of Estate, implementation of Swachh Bharat Abhiyan, to ensure the cleanliness of office premises including canteen, water tank and sanitisation etc., taking care of all property of the NATMO etc. Taking preventive measures of illegal encroachment of office premises. Any additional task /job allotted by the DDO/Deputy Director/Director.</p> <p><u>Stores</u> Overall responsibility of all Stores related issues, including 100% physical verification, condemnation, procurement of items through GeM/e-Tendering. Maintenance of vehicles and their registration, Maintenance and AMC of field survey equipment, Batteries/UPS etc,E-Office(LAN), Computers (Hard ware & software) & Peripherals including Plotters/printing Machines/Braille, paper cutting machines, office stores, furniture etc, Authentication in store ledger, maintenance of all registers etc. attending to the audit objections. Stores in-charge will take charge of items received from vendor only after certification of the procurement committee. Maintaining the contractual labour, checking their ID Cards, certifying their attendance on weekly/monthly basis and sending the same to DDO and HoO.(no one should enter the premises without the ID Card). All the detailment of Office Vehicles for duties will be looked after by her, which will finally be approved by HoO/Director. Any additional task/job allotted by the DDO/Deputy Director/Director.</p>
<p>1. Shri Anupam Mukherjee, Sr. Store Assistant 2. Shri Tapan Mondal, Store Assistant 3. Shri Gourab Roy, Store Assistant 4. Shri J. B. Chaudhuri, UDC</p>	<p>Sr No 1 to 4 will work and take directions from Incharge of Estate and Stores. Incharge of the Estate and Store will initiate their APARs.</p>

Procurement Committee: - with immediate effect the procurement committee with the following staff is hereby constituted

Dr. Sajikrishnan K., RO	- Chairman
Ms. Rita Chowdhury, SO	- Member
Shri Subrata Mukharjee, OS	- Member Secretary
Ms. Iman Pal, Stat. Asst.	- Member
Shri Tapan Mondal, Store Assistant	- Member

All procurements will be done based on the demands projected and which need to be approved by the Director. All procurement will be done as per the GFR and will adhere to the regulations laid down in Manual for Procurement of Goods 2017. This committee will also act as screening committee for all procurements done either GeM /e-Tendering etc in stores section. This committee will check, verify and certify for all the items supplied by the vendor/agency for its correctness/specification and will certify accordingly. Stores in-charge will take charge of items received from vendor/agency only after certification by this committee. Any additional task /job allotted by the Deputy Director/Director.


Public Grievance Section:

Dr Mousumi Roy Chowdhury, DD	She will perform the duties of the Public Grievance Section.
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**All kinds of leave of Group-A Officers/DDO/HOO/Vig. Officer/Confidential Section/PS section In-Charge positively requires approval of the Director.

**All kinds of leave of Group-B officers and below positively requires approval of the HOO.

**No one will proceed on EL without prior approval of the concerned authorities


(Brig S Sridhara Rao)
Director, NATMO

Copy to:

The Secretary, DST(Kind attn Smt Anita Dhadra, US)- for information please

Distribution:- For Compliance

1. Head of Office(For Circulation in Estt. And Admin Section)
2. P.S. to Director
3. Store in charge
4. DDO
5. Rajbhasha Section
6. Persons Concerned
7. F.No. 47-12021-Estt
8. Shri Suman Ghosh, Accountant (for circulation through email along with Office Order No.40-3/2004/Estt./4872 dated February 16, 2022)
9. Shri Sajikrishnan k., RO (For uploading on website along with Office Order No.40-3/2004/Estt./4872 dated February 16, 2022)
10. Guard File, Notice Board & Office Copy