



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.40-3/2022-Estt. / 4899

Dated: 24.02.2022

OFFICE ORDER

With immediate effect, DDO will be the custodian of the following office documents

- (a) All Service Books of the staff
- (b) All contractual documents/agreements signed including GeM/Tender etc
- (c) Bid security/bonds submitted by vendor etc

Hence, any officer/staff holding any of the said documents in any of their capacity should hand over to DDO immediately and confirmation report in this regard will be submitted to the Director by DDO latest by 03/03/2022.

In spite of receiving these directions, any officer/staff holding any of the said documents without adhering to the directions as conveyed will be viewed seriously by the Director and suitable disciplinary action will be initiated as deemed fit.

(Brig S. Sridhara Rao)
Additional Surveyor General &
Director NATMO

Copy to:

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

Distribution: - For Compliance

1. Head of Office
2. P.S. to Director
3. Store in Charge
4. DDO (For Circulation in Accounts and Admin Section)
5. Dr. Mousumi Roy Chowdhury, DD (For Circulation in all Technical Divisions)
6. Rajbhasha Section
7. All Concerned Staff
8. F.No.47-1/2022-Estt
9. Shri. Suman Ghosh, Accountant (For Circulation Through email)
10. Shri. Sajikrishnan K. RO (For Uploading on Website)
11. Guard File
12. Notice Board
13. Office Copy