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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./ 730

Dated: 26/08/2024

### OFFICE ORDER

The allocation of duties to the Ministerial employees under the Establishment & Correspondence Section and Accounts Section are being arranged as under:-

## ESTABLISHMENT & CORRESPONDENCE

### Section in Charge – Shri Shib Kumar Barman, Administrative Officer

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

### Shri Anupam Mukherjee, Sr. Store Assistant

- All works related to recruitment of Group 'A', 'B' & 'C' through concerned recruiting agencies, including works related to Mission Mode Recruitment Plan.
- Maintenance of Seniority List, Reservation Roster, PwD Roster, Recruitment Roster etc. for group 'A', 'B' & 'C' employees.
- Submission of various types of reports to DST on regular basis related to recruitment cases such as Vacancy Monitoring, Ad-hoc Promotion etc.
- Preparation of reply of queries sought by DST regarding various matters on regular basis.
- Reply of Audit queries related to recruitment matters.
- Reply of RTI queries related to this section.
- Matters related to compassionate appointment.
- Related other works which is/are not covered in this list has/have to be done.
- Dealing with matters related to Parliament Questions.
- Any other work as and when assigned from time to time.

### Shri Sumit Kumar Mukherjee, Head Clerk

- All works related to preparation/Modification/updating of Recruitment Rules for all categories of Group 'A', 'B' & 'C'.
- All works related to DPC for promotion of all categories of Gr. 'A' 'B' & 'C'.
- All works related to MACPs (DSC) for all categories of employees Gr. 'A', 'B' & 'C'.
- All works related to Confirmation and Completion of Probationary Period of all Group 'A', 'B' & 'C' Employees.
- Central Pay Commission related matters.

- Day to day observation/monitoring of attendance for all group 'A', 'B' & 'C' employees to suggest for necessary action in case of late attendance & early departure.
- Dealing with the work of Cadre Restructuring proposal of NATMO.
- Any other work as and when assigned from time to time.

### **Shri Uttam Kumar Roy, Head Clerk**

- Issuance of all types of orders, circulars, notice & permission (other than medical tests).
- Forwarding of applications of employees for other employments.
- No Objection Certificates regarding various including passport/ visa etc; Sanction/ NOC of House Building loans/various types of permission/NOC, House rents, fees related to seminars, Grant-in-aids, Honorarium etc.
- Dealings of all types of NATMORC correspondences.
- Dealing with Resignation, Technical Resignation & Voluntary Retirement cases etc. and all related works
- Regular maintenance & updating of various Registers (Intimation & Record Register, File Opening Register & File movement Register)
- Misc. administrative matters.
- Work related to grant of increment and cash reward to employees for Hindi Examinations.
- All personal file related matters.
- Opening of Personal files
- Maintenance of Guard File.
- Maintaining of other Estt. Matters/Registers not covered herein
- Any other work as and when assigned from time to time.

### **Shri Prasanta Kumar Padhi, Head Clerk**

- Grant of annual increments & other incremental cases.
- Dealing with Pay Fixation/ Protection of all categories of staff & officers.
- He is also attached with the Confidential Section.
- Maintenance of Guard Files etc.
- Maintenance of File Movement Register of Leave cases.
- Leave cases in respect of group 'B' (Non-Gazetted) & 'C' employees.
- Related other works which is/ are not covered in this list has/have to be done.
- Maintenance of Service Books including thorough checking of Service Books in relation to retirement cases; dealing with various issues regarding change/ correction of address etc. in-Service Books.
- Dealing with APARs related all works such as to supply blank APARs papers to all concerned and afterwards submission to reporting officer and reviewing officer in time, to show filled in APARs in all respect to all concerned in time and to take proper action if any representation received.
- Custodian of APAR of all officials.
- Opening of New Service Books, Verification of service form RPAO on regular basis as per stipulated norms.
- Lok Adalat/Lokpal matters
- Dealings of all types of service association correspondences
- Any other work as and when assigned from time to time.

### Arpita Basak, LDC

- Maintenance of various types of register such as vacancy register, File movement Register, Staff Register etc.
- Maintenance of Guard File.
- All responsibilities relating to Establishment Dak.
- Any other work and when assigned by the seniors of the section.
- Any other work as and when assigned from time to time.

### Shri Abhirup Adhikari, MTS & Shri Suman Dutta, MTS

- Attached to Establishment, Correspondence Section & Head of Office
- To attend other duties as may be assigned

### Paramita Bairagi, Junior Geographical Assistant

- Attached to Head of Office

## Accounts Section

### **Shri Ram Ratan Oraon, Scientific Officer & DDO**

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

### **Shri Surajit Debnath, Office Superintendent**

- Over all supervision of all works in Accounts Section
- Checking of all bills before placing to DDO
- Maintenance of File Movement Register
- Sanction of GPF Advance/Withdrawal in respect of all categories of staff and officers and related work.
- Correspondence regarding House Building Advance & related all works
- Preparation of monthly DO Report
- Monthly Reconciliation with RPAO
- Ready Matters for RTI requisitions related to Accounts Section
- Audit replies as may be assigned to him by the DDO
- Monitoring of allocation of funds in various heads of accounts
- Checking of retirement benefits.
- Checking of schedules, medical claims, TA, LTC, CEA etc.
- Preparation of online GPF Bill etc.
- Preparation of budget query through file after getting necessary report from Shri Suman Ghosh, Accountant
- Any other jobs as may be assigned to him from time to time

### **Shri Amit Kumar Amitesh, UDC**

- Preparation of monthly pay bill
- Incentives, Bonus, Arrear Bills (DA, MACPs, any other arrears arising out of pay) as to be assigned by DDO
- Preparation of online Pay Bills
- Salary/Last Pay Certificate, issuance of Clearance Certificates in connection with retirement/resignation/death cases/VR and misc. jobs. All responsibilities relating to Accounts/ Cash Dak
- Maintenance of register regarding CGEGIS contribution in respect of all groups of employees
- Correspondence regarding Govt. Residential Accommodation/ Quarter etc. by assigned to him the DDO
- Recording and maintenance of PBR
- Any other jobs as may be assigned to him from time to time

### **Smt. Tanisha Sinha, Upper Division Clerk**

- To handle cash/ cheque and all other related jobs in cash section.
- Checking of case books, salary bills, schedules etc.
- Income Tax calculation and preparation of Form – 16 etc.
- All uploading (including Income Tax) through NSDL
- Preparation of online Tax calculation

- Any other jobs as may be assigned to him from time to time Salary LPC, issuance of Clearance Certificates in connection with retirement/resignation/death case and misc. jobs.

### **Shri Raushan Kumar, Upper Division Clerk**

- Scrutiny and preparation of medical claims (AMA, CGHS, Hospital etc) in respect of all categories of employees of entire office.
- Preparation of online medical bills
- Maintenance of Medical bill Register
- Incentives, Bonus, Arrear Bills (DA, MACPs, any other arrears arising out of pay) as to be assigned by DDO
- Correspondence regarding CGHS card in respect of all categories of entitle employees
- Maintenance of Leave cases and up-dation of service book for all group A & B officers.
- Getting permission for approved/non-approved medical test from HOD
- Any other jobs as may be assigned to him from time to time

### **Shri Samarjeet Kumar, UDC**

- All types of TA and related work for all groups of employees
  - All types of LTC and related work for all groups of employees
  - Preparation of Contingent bills
  - Preparation of online TA, LTC, Contingency bills through PFMS
  - Maintenance of all related register
  - Any other jobs as may be assigned to him from time to time
5. Km. Shakti Kumari,  
LDC

### **Shri Utpal Naskar, Upper Division Clerk**

- Preparation of leave encashment bill for all groups of employees (From May - 2024)
- Preparation of News Paper Bills for all group A & B Officers
- Preparation of online Store, Map Sales, GeM bills through PFMS
- Care Taking job when as required
- To handle cash/cheque and all other related jobs in cash section when as required
- Any other jobs as may be assigned to him from time to time

### **Shri Sanjeev Chandra, Lower Division Clerk**

- Leave Encashment bill for all groups of employees (Till April -2024)
- Maintenance of Leave cases and up-dation of service book for all group B & C non-gazetted officials
- Issuance of Leave Certificate from Retirement or Transfer Cases
- All types of Children Education Allowance Scheme/Tuition fee bills
- Preparation of online CEA bill through PFMS, Preparation of Sanction Order for CEA bill
- Any other jobs as may be assigned to him from time to time

**Shri Rohit Raj, LDC**

- Updating & maintenance of PBR
- Any other jobs as may be assigned to him from time to time

**Km. Anoushka Mitra, MTS & Shri Jyoti Majhi, MTS**

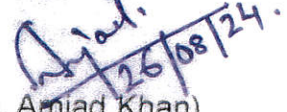
- Attached to Accounts Section
- To attend other duties as may be assigned

**Shri Kironmoy Nandy, MTS & Smt. Anjana Chowdhury, MTS**

- Diarisation and dispatch of receipts/letters, parcels etc. and docketing of letters
- Distribution of documents of Dispatch Section
- Assistance to Dispatch/Diary Section
- Tracking all the correspondence for timely action and delivery
- Any other jobs as may be assigned to him & her from time to time

**Note :**

1. Files related to Establishment & Correspondence Section will be routed through HOO and files related to the Accounts Section will be submitted to the DDO.
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 it will be viewed seriously.

  
(Md. Anjad 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
2. Shri Suman Ghosh, Accountant (for circulation through e-mail).