



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./4872

Dated: February 16, 2022

OFFICE ORDER

In supersession of earlier relevant Order/s, the following changes are being made for smooth functioning of Office with immediate effect.

Administration:


Smt Anjali Sharma, ADOL	She will perform the duties of DDO in addition to her duties allotted. Charter of duties defined in the DDO's Manual. Accounts & Drawal sections A & B, Confidential and correspondence sections and cashier will function under her authority. All incharges of said sections will report to her and She will initiate their APARs .She will report directly to the Director.
Manpower	Duties
Accounts & Drawal-'A' Section	
Shri Subrata Mukherjee, SO, In-Charge	Overall responsibility, supervision and custodian of files in his section, any other work allotted by Director and DDO the OS will directly report to the DDO.
1. Shri Suman Ghosh, Accountant 2. Shri Sumit Kumar Mukerjee, HC 3. Shri Prasanta Kumar Padhi, H.C 4. Shri Samarjeet Kumar, UDC	Contingent Bills, GeM & non-GeM, T.A. Bills (Including Retirements/Death), Medical Bills, GPF, CEA, CGHS matters, Short & Long-term advances, Preparation & Maintenance of Budget, Reconciliation and all returns pertaining to that Matters (Preparation of O.50 Acc. Actual Expenditure returns etc), Liaison with RPAO, Audit Objection and reply, Maintenance of Appropriation Register and monitoring of funds available under each head. Custody of Service books and its maintenance, Pension cases (including provisional and immediate relief), all leave cases (including Leave Encashment), All long Term and Short-term Advances, pay fixation orders, LTC claims, Transfer Documents, ie Any other work allotted by Director/HOO/DDO. The above tasks will be allotted by section incharge to the staff working under him from ser no 1 to 4 as per his convenience in consultation with the DDO. All the staff from ser nos 1 to 4 will directly report the OS.

Accounts, Drawal & Cash – 'B' Section	
Shri Shib Kumar Barman, OS, In-Charge	Overall responsibility, supervision and custodian of files in his section, any other work allotted by Director and DDO the OS will directly report to the DDO.
<p>1. Shri Amit Kumar Amitesh, UDC</p> <p>2. Shri Raushan Kumar, UDC</p> <p>3. Shri Uttam Kumar Roy, HC</p> <p>4. Shri Deepak Kumar, UDC</p>	<p>Salary bills/ Pay bills, Maintenance of Pay Bill registers, increments, all arrear bills, income tax and other related work, GST & VAT cases, Due & Drawn Statements, Preparation of LPCs (Last Pay Certificate), a, Bonus, Honorarium, da Arrears, etc. Any other work allotted by Director/HOO.</p> <p>To handle cash/cheque and other related job in cash section, checking of cash book, reconciliation of cash with bank, maintenance of all related registers. Any other task as may be assigned to him in time to time, he will directly report to DDO.</p> <p>The above tasks will be allotted by section incharge to the staff working under him from ser no 1 to 4 as per his convenience in consultation with the DDO. All the staff from ser nos 1 to 4 will directly report the OS.</p>
Correspondence Section	
Shri Bishnu Pada Saha, OS. In-Charge	Overall responsibility, supervision and custodian of files in his section, any other work allotted by Director and DDO the OS will directly report to the DDO.
<p>1. Shri Surajit Debnath, HC</p> <p>2. Shri Subir Kumar Das, UDC</p> <p>3. Shri Utpal Naskar, UDC</p>	<p>Diary -dispatch, docketing, movement orders, Disposition list. Hindi correspondence, maintenance of roster, report and returns, ID card printing, General Correspondence. Stamps maintenance, Routine Orders, Office Orders, review cases. MACP, VRS cases, Departmental Examination/Association Matters/ etc. All tasks which are not covered under Accounts & Drawal Sections A, B & C. Confidential Section. Any other work allotted by Director/E&AO. Compassionate appointment cases. He will directly report to HOO and DDO. The above tasks will be allotted by section incharge to the staff working under him from ser no 1 to 4 as per his convenience in consultation with the DDO. All the staff from ser nos 1 to 4 will directly report the OS.</p>
Cashier	
Shri Sanjeev Chandra, LDC	Will perform the duties of the cashier and he will report to the DDO. To handle the case/cheque and all other related jobs in cash section, checking off cash book, schedules etc. reconciliation of case books, maintenance of all related registers. Any other tasks as assigned by the DDO.

Rajbhasha Section	
Ms. Anjali Sharma, ADOL, In-Charge	Overall incharge and will report to the Director
1. Smt Tanisha Sinha, UDC	She will take instructions from the I/C
Confidential Section	
Smt Tanisha Sinha, UDC	Court cases, compassionate appointment cases, disciplinary cases, enquiry matters, sexual harassment cases, , Probity & Integrity cases. Any other work allotted by Director. (The above tasks will be allotted by DDO to the staff working under her as per her convenience)

P.S. Section	
Shri Tushar Kanti Banerjee, Steno Gr-I/P.S section In-Charge	Overall responsibility, supervision and custodian of files in his section, any other work allotted by Director APAR Manager, Maintenance of APARs, Movable and Immovable property returns, NOC for foreign visit, , Maintenance of local/permanent address, downloading all e-mails of NATMO, e-mail handling, receiving phone calls, fax etc. Any other work allotted by Director In addition to his allotted duties he will assist the in-charge Confidential matters also. All parliamentary/Cabinet Questions will be received by him and subsequently will distribute to the concern officer with the approval of the Director.

This Order takes effect immediately.


(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
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