

Transparency audit with respect to compliance under Section 4 under RTI Act, 2005.

A Framework for Transparency Audit

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4 (1)(a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1 – Organisation and function, 2 – Budget and programmes, 3 – Publicity and public interface, 4 – E. Governance, 5 – Information as prescribed and 6. Information disclosed on own initiative

1. Organisation and Function

Sl. No.	Item	Details of Disclosure	Remarks / Reference Points (fully met / partially met not met – Not applicable will be treated as fully met / partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION 3 rd M.S.O. Building (7 th floor), C.G.O. Complex, D.F Block, Salt Lake City, Kolkata-700 064
		(ii) Head of the Organization	Director NATMO Dr. Tapati Banerjee
		(iii) Vision, Mission and Key objectives	<ul style="list-style-type: none"> • To prepare atlases and thematic maps • To collaborate with other central and state government organisations to meet their map requirements. • To promote the use of geospatial information and technology in cartography • To provide training in Remote sensing, Geographical Information System, Global Positioning System and Digital Cartography. • To publish maps and atlases for the benefit of various users • To carryout geographic researches

	(iv) Function and duties	
	(v) Organization Chart	Appendix I
	(vi) Any other details – the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/commissions Constituted from time to time have been dealt.	<ol style="list-style-type: none"> 1. Prof. S P Chatterjee(18.08.1956 to 31.12.1969) 2. Prof. S P Dasgupta (30.03.1972 to 31.10.1982) 3. Sh. G K Dutt (30.10.1983 to 31.10.1987) 4. Sh. A K Kundu(1.11.1987 to 31.3.1990) 5. Sh. R K Banerjee(Incharge)(1.4.1990 to 3.9.1990) 6. Dr. B K Roy(4.9.1990 to 31.1.1994) 7. Sh. P R Dutt(Incharge)1.2.1994 to 31.07.1994) 8. Sh. Gulab Chowdhury(Incharge)(1.8.1994 to 2.9.1994) 9. Dr. P Nag (03.09.1994 to 28.3.2003) 10. Sh. G N Saha(Current Duty) 30.8.2003 to 28.02.2005) 11. Dr. P Nag(14.3.2005 to 31.07.2011) 12. Sh. A K Malik(Current Duty) (1.8.2011 to 8.4.2012) 13. Prof. V C Jha (9.4.2012 to 8.7.2015) 14. Sh. Sanjay Prasad, IAS (9.7.2015 to 7.9.2015) 14. Dr. Bhoop Singh (8.9.2015 to 8.11.2016) 15. Dr. Tapati Banerjee(09.11.2016 contd) <p>For further details pl. see the NATMO website.</p>

1.2	Power and duties of its officers and employees [section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p style="text-align: center;">JOINT DIRECTOR (J.D.)</p> <ol style="list-style-type: none"> 1. To assist the Director in running the organisation, coordinating geographical research activities and to provide supervision and guidance wherever necessary. 2. Implementing training courses in cartography & related fields using web mapping, cyber mapping, tele-mapping, 3D mapping, Braille mapping etc. 3. To attend other duties as may be assigned. <p style="text-align: center;">DEPUTY DIRECTOR (D.D.)</p> <ol style="list-style-type: none"> 1. To assist the Director in thematic maps, overall control of the technical sections. 2. To assist the Director for preparation of maps for 'National Atlas' and other atlases & cartographic projects. 3. Checking and validating the projects, feasibility study of new projects etc. 4. To prepare details of specification of cartographic methods, map products & services. 5. Guiding training in cartography & related fields such as web mapping, cyber cartography, tele-mapping, 3D mapping, Braille mapping etc. 6. To attend other duties as may be assigned. <p style="text-align: center;">RESEARCH OFFICER (R.O.)</p> <ol style="list-style-type: none"> 1. To critically study & research the published thematic maps and atlases and to prepare and supervise preparation of thematic maps and other products. 2. To critically study & propose new technologies for preparation of maps & services. 3. To conduct field surveys, GPS survey and carryout geographical research. 4. Planning of new projects & preparation of digital data structure. 5. Analysis of remotely sensed data to extract information. 6. To impart training in digital map reproduction, 'GIS & Geo-Spatial Tools'. 7. To generate online services & data for web applications. 8. To assist the Director in the technical works of the organisation. 9. To attend other duties as may be assigned. <p style="text-align: center;">SCIENTIFIC OFFICER (S.O.)</p> <ol style="list-style-type: none"> 1. To prepare maps, atlases and other map products & services on various themes. 2. Preparation of GIS database for project assigned. 3. Implementation of modern technologies adopted by the organisation. 4. To carryout geographical research, laboratory work, field surveys, GPS survey. 5. To collect, process and analyse remote sensing data. 6. To supervise the work of scientific, technical and other subordinate staff. 7. To assist online service & development of the web data. 8. To attend other duties as may assigned
-----	--	--	---

			<p style="text-align: center;">SENIOR STATISTICAL OFFICER</p> <ol style="list-style-type: none"> 1. Responsible for collection, compilation and analysis of statistical data from published & unpublished sources and to take up research projects involving extensive use of statistical analysis. 2. Supervising analysis of statistical data for use in GIS & other projects. 3. To plan and implement modernization of methods of data acquisition and its analysis. 4. Provide assistance in developing GIS data. 5. Data validation. 6. To finalise data representation and specification. 7. To attend other duties as may be assigned. <p style="text-align: center;">STATISTICAL OFFICER</p> <ol style="list-style-type: none"> 1. Responsible for collection and compilation of statistical data from published & unpublished sources. 2. Responsible for analysis of statistics collected from various sources. 3. Analysis of statistical data for use in GIS products. 4. To plan and implement modernization of methods of data acquisition and its analysis. 5. Testing data validation. 6. To attend other duties as may be assigned. <p style="text-align: center;">MANAGER</p> <ol style="list-style-type: none"> 1. In-charge of all printing & photographic jobs of the organisation. 2. In-charge of 'Digital Data & Film Bank'. 3. To supervise work of map printing & desktop publishing. 4. To supervise & coordinate silk screen printing. 5. To supervise pre-press (digital & manual). 6. Policy making of printing production & printing unit development. 7. To impart training in modern tools of map production/ reproduction. 8. To attend other duties as may be assigned. <p style="text-align: center;">ASSISTANT MANAGER (A.M.)</p> <ol style="list-style-type: none"> 1. To assist Manager of printing division. 2. Responsible for map printing, desktop publishing and photography jobs. 3. Planning of printing jobs and cost estimation of map and other jobs. 4. To assist in map reproduction & printing unit development. 5. To assist the Manager in the general administration & technical works of the printing division. 6. To attend other duties as may be assigned <p style="text-align: center;">ASSISTANT DIRECTOR (OL)</p> <ol style="list-style-type: none"> 1. Over all supervision of all works in Hindi (Raj-Bhasha) cell. 2. Vetting of all the translated materials, annual report etc. in the Hindi cell. 3. To acquaint officers and staff of NATMO with the Official Language Act, Rules and other important orders relating to the implementation of Official Language and to assist and help them in the implementation of the same. 4. To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to 'Hindi Teaching Scheme and Official Language Policy' in the NATMO headquarters and units. 5. Handle classes for the employees and officers in the 'Hindi
--	--	--	--

			<p>Karyashala' in the NATMO and also other central government establishments.</p> <ol style="list-style-type: none"> 6. To conduct inspection in the various sections on the progressive use of Official Language. 7. Holding duties as Secretary of the Official Language Implementation Committee of the NATMO. 8. Prepare action plans in accordance with the annual programme for the implementation of Official Language and to achieve the targets in implementation of Official Language. 9. Supervise the functioning of Hindi Library. 10. To prepare drafts, notes, write-up etc. for map, atlases & other publication in Hindi. 11. To attend other duties as may be assigned <p style="text-align: center;">SENIOR ADMINISTRATIVE OFFICER (Sr.A.O.)</p> <ol style="list-style-type: none"> 1. Responsible for smooth functioning of all the administrative, store & accounts of the NATMO. 2. To assist the Director, Joint Director in running the organisation. 3. To attend other duties as may be assigned. <p style="text-align: center;">ADMINISTRATIVE OFFICER (A.O.)</p> <ol style="list-style-type: none"> 1. To execute the administrative policies as are decided by the Director. 2. To look after the day to day administration of the organisation including all functions relating to accounts, establishment and general administration. 3. To assist the Director, Joint Director, Head of Office etc. in running the organisation. 4. To attend other duties as may be assigned by the Sr. Admn. Officer, Director etc. <p style="text-align: center;">PRIVATE SECRETARY (P.S.)</p> <ol style="list-style-type: none"> 1. Relieving the officer of much of his routine work and generally assisting him in a manner as directed by him, such as : <ol style="list-style-type: none"> a. Collection of information and files. b. Compilation of data in given form. c. Opening of files. d. Maintenance of current files. e. Sending of routine reminders. 2. Taking dictation in shorthand and its transcription in the best manner possible. 3. Keeping confidential records, preparing tour programme and TA bills, booking passage etc. 4. Typing of essential or confidential/ secret documents including other typing work as considered necessary in administration. 5. Screening of telephone calls and the visitors in a tactful manner. 6. Fixing up of appointments, and if necessary canceling them. 7. Keeping an account list of engagements, meetings etc. and reminding the officers sufficiently in advance for keeping them up. 8. Maintaining, in proper order, the papers required to be retained by the officer. 9. Keeping a note of the movement of files, passed by his officer and other officers, if necessary. 10. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
--	--	--	--

			<ol style="list-style-type: none"> 11. Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. 12. Generally assisting officers in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss. 13. To attend other duties as may be assigned.
		<p>(ii) Power and duties of other employees</p>	<p style="text-align: center;">RESEARCH ASSISTANT (R.A.)</p> <ol style="list-style-type: none"> 1. Assisting Research Officer and Scientific Officer in preparation of GIS database on different projects. 2. Implementation of 'Geo-Spatial Technology' in the organisation. 3. Spatial data capturing from analog & digital sources. 4. To supervise the work of the junior officials. 5. To develop specialized knowledge & keep track of modern development in the field of GIS, mapping, remote sensing & related fields. 6. To assist online service & development of the web data as assigned. 7. To attend other duties as may be assigned. <p style="text-align: center;">JUNIOR GEOGRAPHICAL ASSISTANT (Jr.G.A.) & STATISTICAL ASSISTANT</p> <ol style="list-style-type: none"> 1. Spatial data capturing from analog & digital sources. 2. Analysis of spatial & attribute data for generation of map production. 3. Execution of GIS, remote sensing, mapping & other projects. 4. Compilation & analyse statistical data. 5. Assist in field, GPS survey. 6. To attend other duties as may assigned. <p style="text-align: center;">FIELD ASSISTANT (F.A.)</p> <ol style="list-style-type: none"> 1. Compilation, inventory & collection of data from field. 2. Preparation of map products using modern techniques. 3. To assist the field party in ground truth & GPS survey. 4. Maintaining the digital data of section. 5. To attend other duties as may assigned <p style="text-align: center;">SENIOR TECHNICAL ASSISTANT (PROCESS)</p> <ol style="list-style-type: none"> 1. To supervise the work of camera, pre-press, plate making, printing, scanning, film separation, printing workflow, C.T.P, silk-screen and management of press. 2. To look after quality control of all sections of the printing division. 3. To co-ordinate the camera, pre press, imposition & other printing works. 4. To supervise desktop publishing jobs & maintenance of digital data bank and film bank. 5. To attend other duties as may be assigned. <p style="text-align: center;">TECHNICAL ASSISTANT (PROCESS) & LITHO MACHINE PRINTER GRADE-II (L.M.P.-II)</p> <ol style="list-style-type: none"> 1. Handle, operate and maintain camera, colour offset machine, computer control offset machine and other accessories, produce negatives, proofs etc. 2. Look after the offset printing section & quality of production.

			<p>3. Methodology and related jobs of map printing division. 4. Desktop publishing jobs. 5. To attend other duties as may be assigned.</p> <p style="text-align: center;">PRINTER, PLATE MAKER</p> <p>1. To operate scanner, image setter, C.T.P, process camera etc. 2. To handle single or multi-colour offset printing machine, auto plate processor, C.T.P and 'Computerised Control Offset Machine (C.P.C)' for printing multicolor maps. 3. Colour mixing, maintenance of the offset printing machine & quality of production. 4. To retouch and correct negative, positive and plates, to separate colours, desktop publishing jobs. 5. To prepare printing plates, to maintain equipment and records of the section, to prepare chemicals. 6. Photo copying of maps and other materials, darkroom work, negative retouching 7. To attend to other duties as may be assigned.</p> <p style="text-align: center;">MACHINE MAN, COMPOSITOR & ELECTRICIAN</p> <p>1. Operation of printing machines & paper cutting machine. 2. Repairing of computer hardware (minor faults) & other associate Accessories. 3. To assist to operate all technical equipment as & when necessary. 4. To undertake DTP job. 5. To maintain digital data bank & film bank. 6. To attend to other duties as may be assigned.</p> <p style="text-align: center;">HINDI TRANSLATOR</p> <p>1. Translation work from English to Hindi and vice-versa of the various letters, orders, training material, annual reports, write up of maps and atlases, technical terminology used in various sections of NATMO etc. 2. Preparation and maintenance of roster pertaining to the Hindi training of the employees of the NATMO. 3. Maintaining file for translation of all the official documents to be issued from the NATMO under section 3(3) of the O.L .Act 1963 pertaining to the different sections of the NATMO. 4. To extend all sorts of assistance in the Raj Bhasha Section. 5. Assist Hindi Officer to deal in correspondence with other central government organisations under 'Official Language Implementation Committee' and in other activities and arranging of 'Hindi Karyashala' organized in regular intervals and for smooth conduct of Hindi Day/ Hindi Fortnight/ Hindi Week etc. 6. Dealing with the files regarding the correspondence of official for strict compliance of issuing all the official documents under Section 3(3) of O.L .Act, 1963. 7. To assist Hindi Officer in connection with the implementation of O.L. Act and Rules and chalk out programmes and suggestions for the achievement of progress in the progressive use of Official Language. 8. To assist the Hindi Officer in organizing 'Hindi Karyashala' and inspections on the implementation of Official Language. 9. Organising & handling Hindi classes in the 'Hindi Karyashalas'.</p>
--	--	--	--

			<p>10. To assist the Hindi Officer to achieve the target prescribed in the annual programme on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language.</p> <p>11. Opening and recording of all the files pertaining to the Hindi cell of the NATMO.</p> <p>12. To prepare drafts, notes, write-up etc. (digitally & manually) for map, atlases & other publication in Hindi.</p> <p>13. To attend other duties as may be assigned.</p> <p>SENIOR LIBRARIAN AND INFORMATION ASSISTANT (S.L.I.A.)</p> <p>1. To manage the 'Documentation Centre of NATMO' composing of maps, atlas, books, newspapers, CDs, satellite imageries & aerial photographs and other documents & should be responsible for its management including keeping records thereof.</p> <p>2. Filing, indexing, cataloging, classifying and issuing of maps, atlas, books, other publications, records & CDs.</p> <p>3. To organize electronics resources of the 'Documentation Centre of NATMO'.</p> <p>4. To provide online service of the library & development of the web site of the organisation.</p> <p>5. To assist the officers & staffs in procurement of maps, atlases, books & other research materials.</p> <p>6. Reference, referral & other library services to all the library user.</p> <p>7. To attend other duties as may be assigned.</p> <p>OFFICE SUPERINTENDENT (O.S.), HEAD CLERK, ACCOUNTANT & SENIOR STORE ASSISTANT</p> <p>A. General Duties-</p> <p>1. Distribution of work among the staff as evenly as possible.</p> <p>2. Supervision of works of dealing assistants in the section.</p> <p>3. Training, helping and advising the staff.</p> <p>4. Management and co-ordination of the work.</p> <p>5. Maintenance of order and discipline in the section.</p> <p>6. To deal with confidential/ secret/ top secret correspondence & court related matters.</p> <p>7. To handle important and intricate cases.</p> <p>8. Seeing that the other departments are consulted before the issue of any orders where necessary.</p> <p>9. Supervision of accounts, establishment, store, map sales etc.</p> <p>10. Preparation of bills.</p> <p>11. Maintenance of Guard Files etc.</p> <p>12. Procurement/ issue of store and maintenance of records thereof.</p> <p>13. Responsible for keeping of stores accounts etc.</p> <p>14. Maintenance of Recruitment Register/ Promotion Register/ Deputation Register/ Roster Register/ Vacancy Register/ Appointment Register/ Direct Register/ CR & APAR Register/ Qualification Register/ SC, ST, Minority etc. Reservation Register/ Residential Address Register etc.</p> <p>15. Preparation of budget requirement for stores and building/ maintenance etc. Monitoring of allocation of funds in various heads of accounts. Monitoring the preparation of Budget RE/ BE. Reconciliation of expenditure/ receipts with Pay and Accounts Officer. Checking of cash books, salary bills,</p>
--	--	--	---

			<p>schedules, medical claims, CBs, HAS, OTA, TA, LTC, CEA, GPF etc. Checking of income tax calculation statements and retirement benefits. Recording and weeding out of files in the section.</p> <p>16. To assist Administrative Officer in all administrative, accounts & store jobs.</p> <p>B. All responsibilities relating to Dak. C. All responsibilities relating to issue of draft. D. All responsibilities of efficient and disposal of work and checks on delays. E. Independent disposal of cases under his/ her control at his/ her Leave. F. All duties in respect of recording and indexing. G. To attend other duties as may be assigned.</p> <p style="text-align: center;">UPPER DIVISION CLERK (WITH CARE TAKER), STORE ASSISTANT & RECEPTIONIST CUM TELEPHONE OPERATOR (R.C.T.O.)</p> <ol style="list-style-type: none"> 1. Noting, drafting and preparation of bills. 2. To see whether all facts open to check have been correctly stated. 3. To point out any mistakes or incorrect statement of the facts. 4. To draw attention, where necessary, to precedents or rules and regulations on the subject. 5. To put up the Guard file, if necessary, and supply other relevant facts and figures. 6. To bring out clearly the question under consideration and suggest a course of action, wherever possible. 7. Should be responsible for matter concerning procurement disposal and maintenance of stores and equipments including keeping records thereof. 8. To liaison with the landlords/ CPWD etc. regarding maintenance of office accommodation. 9. To take charge of up-keep of furniture, fittings and accessories etc. 10. To look after proper supplies of normal amenities to the staff members. 11. Maintain & attend phone calls, EPBX, visitors. 12. To attend other duties as may be assigned. <p style="text-align: center;">LOWER DIVISION CLERK (L.D.C.), STORE KEEPER & GESTETNER OPERATOR</p> <ol style="list-style-type: none"> 1. Registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, docketing, typing, diaries, comparing, issuing of incoming & outgoing letters, dispatch, preparation of arrears/ bills and other statements, correction of reference books and submission of routine and simple drafts etc. 2. To arrange for purchase maintenance, repairs and issue of all types stores and stationary and to keep proper account for them. 3. Operation of the duplicating machine (hand & electric operator) and maintaining records of papers consumption etc. 4. Maintenance of printing machine, computer & related equipments.
--	--	--	---

5. To attend other duties as may be assigned.

STAFF CAR DRIVER GRADE-I, STAFF CAR DRIVER GRADE-II & STAFF CAR DRIVER ORDINARY GRADE

- 1. To drive light, medium and heavy motor vehicles.
- 2. To do simple repairs & cleanliness of the vehicles.
- 3. To attend other duties as may be assigned.

MULTI-TASKING STAFF (M.T.S.)

- 1. Physical maintenance of records of the section.
- 2. General cleanliness & upkeep of the section/ unit.
- 3. Carrying of files & other papers within the building.
- 4. Photocopying, sending of fax, binding, stitching, packing, unpacking etc.
- 5. Other non clerical work in the section/ unit.
- 6. Assisting in routine office work like diary, dispatch etc., including on computer.
- 7. Delivering of dak, supplying drinking water.
- 8. Miscellaneous duties in the printing & camera division.
- 9. Watch & Ward duties.
- 10. Opening & closing of rooms.
- 11. Cleaning of rooms & office premises.
- 12. Dusting of furniture, equipment etc.
- 13. Cleaning of building, fixtures etc.
- 14. Work related to his ITI qualifications, if it exists.
- 15. To attend to field parties as well to attend loading, unloading and carrying govt. materials.
- 16. To attend library & film bank work.
- 17. Issuing books, atlases, maps etc. and works related to binding, map mounting, stitching of files & registrar & repairing jobs.
- 18. Packing and unpacking of maps, publications, papers documents and other materials for dispatch & writing addresses on packets.
- 19. Driving of vehicles, if in possession of valid driving license.
- 20. Upkeep of parks, lawns, plotted plants, garden etc.
- 21. Preparing and serving tea, coffee etc. and serving of drinking water.
- 22. To attend other duties as may be assigned.

DEPARTMENTAL TIFFIN ROOM STAFF CLERK

- 1. To issue coupons in respect of items prepared for daily sale on counter.
- 2. To maintain daily sale register;
- 3. Tally daily cash sales against the coupons issued off and submit daily account in respect of sales.
- 4. Responsibility of Store Keeping and accounting Tiffin Room A Type.
- 5. Any other additional duty allotted by the In Charge of the Canteen.

HALWAI CUM COOK

- 1. To prepare snacks like bonda, butter toast, dosa, idly, vada, paneer pakora, smosa, matthi, vegetable cutlet, vegetable sandwich/ pakora etc.

			<p>2. To prepare lunch/meals i.e. chapatti, curd, dal, puri, raita ,rice, sabzi, sambar, soup, vegetable salad and sweet dishes i.e. burfi, besan burfi, coconut burfi, laddoo, pinnee, gulab jamun, gajarhalwa, patisa and rasgulla etc.</p> <p>3. Any other additional duty allotted by the incharge of the Canteen.</p> <p style="text-align: center;">ASSISTANT HALWAI CUM COOK</p> <ol style="list-style-type: none"> 1. To assist the Halwai cumCook in preparation of various snacks and beverages such as bonda, butter toast, dosa, idly, vada, paneer pakora, smosa, matthi, vegetable cutlet, vegetable sandwich/ pakora etc. 2. To assist Halwai cum Cook in preparation of lunch/ meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat dish, vegetable salad etc. 3. In absence of Halwai cum Cook preparation of snacks and meals. 4. Any other additional duty allotted by the InCharge of the Canteen. <p style="text-align: center;">CANTEEN ATTENDANT</p> <ol style="list-style-type: none"> 1. To prepare Tea/ Coffee/ Juice etc. for the users; 2. To serve Tea/ Coffee/ Biscuits etc. in the official meetings; 3. To provide regular room service to the Officers/ Staff; 4. To collect the used cups/ plates & utensil's etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers. 5. To clean crockery/ cutlery/ utensils etc. in three stage i.e. in running normal water; in hot detergent water and in potassium permanganate solution; 6. To sweep and wash the floor area; 7. Cleaning/ dusting table, chair and other furniture in canteens. 8. Cleaning slabs and area where food is cooked. 9. Any other additional duty allotted by the InCharge of the Canteen.
		(iii) Rules / orders under which powers and duty are derived and	Rules and orders issued by the DOP&T, MOF,DOE,etc from time to time.
		(iv) Exercised	Rules and orders issued by the DOP&T, MOF,DOE,etc from time to time are being followed

		(v) Work allocation	As per approved order of DOP&T
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Being a subordinate organisation, NATMO identifies the key decision through day to day functioning of office and brought the same to the notice of administrative ministry.
		(ii) Final decision making authority	Administrative Ministry (Dept. of Science & Technology)
		(iii) Related provisions, acts, rules etc.	NA
		(iv) Time limit for taking a decision, if any	NA
		(v) Channels of supervision and accountability	Director, NATMO
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions / services offered	Preparation of National Atlases, Thematic Maps, Braille Maps, Research based Monographs, Geographical Research and Training
		(ii) Norms / standards for functions / service delivery	Published Maps & Atlases
		(iii) Process by which these services can be accessed	Buying
		(iv) Time-limit for achieving the targets	As fixed by the authority time to time
		(v) Process of redress of grievances	Through Grievance Officer
1.5	Rules, regulations, instructions manuals and records for	(i) Title and nature of the record / manual / instruction	Govt of India Rules.
		(ii) List of Rules, regulations, instructions manuals and records.	The rule/regulations etc as applicable to Central Government employees/all India Service Offices and Central Government Officers are used for discharging of its functions.
		(iii) Acts / Rules manuals etc.	

	Discharging functions [Section 4(1)(b)(v)]	(iv) Transfer policy and transfer orders	Since NATMO follow the All India Service Liability, however the organisation is located at one centre only so transfer from one location to another is not applicable. However, organisation needs to formulate some policy of transfer within the organisation at same location from one division to another.		
1.6	Categories of documents held by the authority under its control [4(1)(b)(vi)]	(i) Categories of documents	Sections of the Organisation hold different categories of documents relating to work allotted to them		
		(ii) Custodian of documents / categories	Head of Department		
1.7	Boards, Councils, Committees and other Bodies constituted as part of the public Authority [section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	NIL		
		(ii) Composition			
		(iii) Dates from which constituted			
		(iv) Term / Tenure			
		(v) Powers and functions			
		(vi) Whether their meetings are open to the public?			
		(vii) Whether the minutes of the meetings are open to the public?			
		(viii) Place where the minutes it open to the public are available?			
1.8	Directory of Officers and Employees [Section 4(1)(b)(ix)]	(i) Name and designation	Appendix II		
		(ii) Telephone, fax and email ID			
1.9	Monthly remuneration	(i) List of employees with Gross monthly remuneration.	Sl. No.	Name	Total
			1	DR. (Smt.) Tapati Banerjee	251042

			2	Dr.(SMT.) SONALI SAHA BHATTACHARYA	103596
			3	Dr. (Mrs) MOUSUMI ROY CHOWDHURY (001012)	100845
			4	Smt. SWAGATA CHATTERJEE (001013)	92854
			5	Dr. SRABONI BHATTACHARYA -PAKRASI- (001016)	98094
			6	Shri. SAJIKRISHNAN K. (001017)	81534
			7	Dr. SIDDHARTHA PRIYADARSHI (001018)	98094
			8	Dr. AMJAD KHAN (001019)	81534
			9	Smt. LILY BLANCE BISWAS	82976
			10	Smt. SUBHA GUHA ROY (001029)	82976
			11	Smt. RANJANA GHOSH (001030)	92932
			12	Smt. DEBJANI GOSWAMI (001032)	92932
			13	Dr. (Mrs) SWATI BANDYOPADHYAY (001033)	92932
			14	Shri. DAUD KANDULNA (001034)	64735
			15	Smt. MADHUCHHANDA SEN (001035)	82976
			16	Smt. PIYALI CHOWDHURY (001036)	82976
			17	Smt. BANDANA SUR (001037)	82976
			18	Smt. JYOTSNA MONDAL (001038)	82976
			19	Smt. SIKHA MITRA (001039)	82976
			20	Smt. MOU HAZRA (001040)	82976
			21	Dr.(Smt.) SWAPNA SAHA (001041)	82976
			22	Smt. KAJAL DAS BAGCHI (001042)	82976
			23	Smt. ANJANA BANDYOPADHYAY (001043)	82976
			24	Smt. MADHURI MUKHOPADHYAY (001044)	82976
			25	Smt. RITA CHOWDHURY (001045)	70406
			26	Smt. SARMISTHA SAMADDAR (001050)	82976
			27	Shri. SANKHA RAY (001052)	82976
			28	Smt. MALABIKA BISWAS (001053)	82976
			29	Smt. RUPA GAYEN (001054)	84776
			30	Smt. CHHANDA BISWAS (001055)	82976
			31	Miss. MITRA KUMAR (001056)	82976
			32	Smt. SARBANI ROY (001058)	82976
			33	Smt. RUCHIRA BHADURI (001059)	82976
			34	Shri. SUBIR DASGUPTA (001060)	82976

			35	Dr.(Smt.) SWETA BANERJEE (001061)	82976
			36	Smt. RAMA CHATTERJEE (001062)	82976
			37	Smt. MAHUYA CHAUDHURI (001063)	82976
			38	Smt. DIPA MUKHOPADHYAY (001064)	82976
			39	Miss. ANJANA BANDYOPADHYAY (001065)	82976
			40	Dr.(Smt.) KUNTALA GHOSE (001066)	82976
			41	Shri. RAJ KUMAR SAHA (001067)	82976
			42	Shri. RAM RATAN ORAON (001068)	64735
			43	Smt. SHILA CHOWDHURY (001069)	80618
			44	Smt. MOUSUMI PODDAR (001070)	78391
			45	Smt. MADHURIMA DUTTA (001071)	78391
			46	Shri. SUBHANKAR BHATTACHARYA (001072)	78391
			47	Shri SUBHASIS BANERJEE (001073)	78391
			48	Smt. SRABANI GUHA (001074)	78391
			49	Shri. SOMENATH DAS (001075)	78391
			50	Shri. BASUBANDHU BHATTACHARYYA (001076)	80618
			51	Smt. KAKALI BERA (001077)	78391
			52	Smt. MOUSUMI SAHA (001078)	78391
			53	Smt. POLLY MITRA (001079)	78391
			54	Smt. ANINDITA SARKAR (001080)	78391
			55	Smt. CHANDRIMA BHOWMICK (001081)	78391
			56	Shri. BIKASH ROY (001120)	87823
			57	Shri. TUSHAR KANTI BANERJEE (001121)	64735
			58	Shri. SUBRATA MUKHERJEE (001122)	68042
			59	Shri. SHIB KUMAR BARMAN (001123)	68042
			60	Shri. MILAN KUMAR ADHYA (001124)	71972
			61	Shri ANGSHUMAN SIKDAR	82976
			62	Smt. SUCHISMITA MUKHERJEE (001051)	82976
			63	Shri. BISHNU PADA SAHA (001125)	63971
			64	Shri. SADANANDA SARDAR (001028)	92932
			65	Smt. SUKANYA SARKAR (001031)	92932
			66	Shri. UTPAL NASKAR (001133)	46093
			67	Shri. KAJAL BASAK (001152)	42235

			68	Shri ANUPAM MUKHERJEE (001172)	54208
			69	Dr. SANJEEV KUMAR SINHA (001082)	50504
			70	Shri. SARVAJEET KUMAR (001084)	50504
			71	Shri. VIKAS KUMAR (001085)	50504
			72	Smt. ANINDITA CHAKRABORTY (001086)	60968
			73	Shri. DONGMINLIAN HANGLUAH (001088)	50504
			74	Dr. KRISHNA DUTTA PATRE (001089)	49113
			75	Smt. SONALI GHOSH (001091)	59265
			76	Smt. TROYEE SARKAR (001092)	59265
			77	Smt. DIPANNITA PAUL (001093)	59265
			78	Smt. ANJALI SHARMA (001113)	71369
			79	Shri KANDANALA ADITYA KUMAR (001175)	45184
			80	Shri. BASUDEO CHOWDHURY (001114)	53763
			81	Shri. SUBIR KUMAR DAS (001131)	47475
			82	Shri SUMIT CHAKRABORTY (001118)	76164
			83	Shri. KAUSIK BRAHMACHARI (001095)	78391
			84	Smt. RUPA SEN (001096)	78391
			85	Shri. PINAKI MUKHOPADHYAY (001097)	78391
			86	Shri. PROSENJIT ROY CHOWDHURY (001098)	78391
			87	Smt. NABINA BOSE (001099)	78391
			88	Smt. RUMKI CHAKRABORTY (001100)	78391
			89	Smt. ANKHI PRAMANICK (001101)	76164
			90	Dr. MINAKSHI MUKHERJEE (001102)	76164
			91	Smt. MINATI BEJ (001103)	62916
			92	Smt. LIPIKA MANDAL (001104)	64516
			93	Shri. PALLAV CHOUDHURY (001105)	78391
			94	Shri. MADHAB CHANDRA NASKAR (001106)	78391
			95	Shri. BISWANATH DAS (001107)	78391
			96	Shri. SUMITRA BANERJEE (001108)	76164
			97	Shri. KIRTTI NATH PRAMANIK (001110)	74068
			98	Shri. MAHADEV DAS (001111)	70007
			99	Shri. SWAPAN KUMAR SARDAR (001112)	61623
			100	Shri. CHANDAN CHOWDHURY (001115)	50095

			101	Shri. LALIT KUMAR ROY (001116)	78391
			102	Shri. DIBYENDU GHOSH (001117)	64735
			103	Shri. SIBUNATH DAS (001119)	61623
			104	Shri. SURAJIT DEBNATH (001126)	58893
			105	Shri. UTTAM KUMAR ROY (001127)	53062
			106	Shri. PRASANTA KUMAR PADHI (001128)	49471
			107	Shri. SUMAN GHOSH (001129)	55204
			108	Shri. SUMIT KUMAR MUKHERJEE (001130)	49785
			109	Shri. TAYAB ALI (001143)	45154
			110	Shri DEEPAK KUMAR	30064
			111	Shri. AMIT KUMAR AMITESH (001140)	25466
			112	Shri. TAPAN MONDAL (001141)	40401
			113	Shri. RAKESH CHAKRABORTY (001144)	36487
			114	Shri. SANJEEV CHANDRA (001155)	28566
			115	Shri. SUMAN SAURAV (001157)	27282
			116	Shri. SUMAN SHANKAR SHARMA (001164)	27282
			117	Miss. SUSHMA KUMARI ORAON (001165)	44462
			118	Shri. RUPEN MAL (001167)	45362
			119	Shri PRASENJIT SAHA (001168)	45362
			120	Shri. GOURAB ROY (001169)	40153
			121	Shri AMARTYA BHATTACHARYA (001173)	45362
			122	Miss. IMAN PAL (001174)	44462
			123	Shri. JAGBANDHU CHOWDHURY (001132)	39162
			124	Shri. ROBIN SEN (001147)	47082
			125	Shri. RAM PUKAR RAM (001151)	40232
			126	Shri. SUKDEB BISWAS (001160)	51536
			127	Shri. NIHAR CHANDRA DEY (001159)	51536
			128	Shri RAUSHAN KUMAR	30064
			129	Shri SAMARJEET KUMAR	30064
			130	Smt. TANISHA SINHA	30064
			131	Smt. ANJANA CHOWDHURY	45772

	received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(ii) System of compensation as provided in its regulations	Not disclosed the system of compensation
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), assistant Public Information(s) & appellate Authority	CPIO: Smt. Madhuchhanda Sen, S.O APIO: Dr. Swagata Chatterjee, R.O
		(ii) Address, telephone numbers and email ID of each designation official.	NATMO, 7 th Floor, CGO Complex, DF Block, Sector I, Salt Lake, Kolkata 700064 CPIO: Mob. 9836069987 e.mail: sen_madhuchhanda@yahoo.co.in APIO: Mob. 9475958958 e.mail: swagata.iit@gmail.com
1.11	No. of employees against whom Disciplinary action has been proposed / taken. [Section 4(2)]	No. of employees against whom disciplinary action has been	1
		(i) Pending for Minor penalty of major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	NIL
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO / APIO	Training on implementation of RTI online portal
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dated 15.04.2013]		
------	--	--	--

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks / Reference Points (Fully met / partially met / not met – Not applicable will be, treated as fully met / partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.	(i) Total Budget for the public authority	NA
		(ii) Budget for each agency and plan & programmes	NA
		(iii) Proposed expenditures	NA
		(iv) Revised Budget for each agency, if any	NA
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic tours (f No. 1/8/2012-IR dt. 11.09.2012)	(i) Budget	Foreign T.A. Rs. 6,00,000/- Domestic T A Rs.35,50,000
		(ii) Foreign and domestic Tours by ministers and officials of the rank of Joint Secretary to the government and above, as well as the heads of the Department. a. Places visited b. The period of visit c. The number of members in the official delegation d. Expenditure on the visit	Proposed Visit at Kunming, China but cancelled 8.5.2017 to 10.5.2017 One(1) Foreign T A Rs.50,260, Domestic T A Rs. 4,22,139/-

		<p>(iii) Information related to procurements</p> <p>a. notice/tender enquires, and corrigenda if any thereon,</p> <p>b. details of the bids awarded comprising the names of the suppliers of goods/services being procured,</p> <p>c. the works contracts concluded – in any such combination of the above – and</p> <p>d. the rate/rates and the total amount at which such procurement or works contract is to be executed</p>	<p>1. I. Tender Title: Work contract of Motor Drivers (Two Nos.) II. Tender Reference No.: 1-112/2016-17/Store/Driver III. Corrigendum for Cancellation and Retendering Ref. No. 1-112/2016-17/Store Dated 08/03/2018 (Due to Minimum Nos. of Bids Not Received) IV. Tender Reference No.: 1-112/2016-17/Store/Driver/1 (2nd Call) V. Tender ID: 2018_NATMO_316113_1 Dated 09/03/2018</p> <p>2. I. Tender Title: Gardening and Landscaping Works with Deployment of Two Gardeners II. Tender ID: 2018_NATMO_331017_1 III. Tender Reference No.: 1-112/2016-17/Store/Garden Dated 25/04/2018</p> <p>Note. The above two Notice Inviting e-Tenders have been evaluated through e-Procurement (Central Public Procurement Portal) as per Rule 160 of GFR 2017.</p> <p>1. I. Tender ID: 2018_NATMO_316113_1 II. Bid awarded to: M/s Piyali Security & Investigation Bureau</p> <p>2. I. Tender ID: 2018_NATMO_331017_1 II. Bid awarded to: M/s Alpha Manpower Services</p> <p>Note. Rest of the services and goods has been procured through Government e-Marketplace as per Rule 149 of GFR 2017.</p> <p>No such work contract other than the above mentioned contracts has been concluded</p> <p>1. I. Tender ID: 2018_NATMO_316113_1 II. Amount : Rs. 945.67/- Per Day Per Man (L1 Bidder)</p> <p>2. I. Tender ID: 2018_NATMO_331017_1 II. Amount : Rs. 16,96,588.00/- (L1 Bidder)</p>
2.3	Manner of execution of subsidy programme [Section	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p> <p>(iv) Duration of the programme/scheme</p> <p>(v) Physical and financial targets of the programme</p>	<p>N A</p> <p>N A</p> <p>N A</p> <p>N A</p> <p>N A</p>

	4(1)(b)(xii)]	(vi) Nature/scale of subsidy/amount allotted	N A
		(vii) Eligibility criteria for grant of subsidy	N A
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	N A
2.4	Discretionary and non-discretionary grants [f No. 1/6/2011-IR dated 15.04.2013]	(i) Discretionary and non-discretionary grants / allocations to state Govt/NGOs/other institutions	N A
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	N A
2.5	Particulars of recipients of	(i) Concessions, permits or authorizations granted by public authority	N A

	concessions, permits of authorizations granted by the public authority [Section 4(1) (b)(xii)]	(ii) For each concessions, permit of authorisation granted a. Eligibility criteria b. Procedure for getting the concession / grant and or permits of authorizations c. Name and address of the recipients given concessions / permits or authorisations d. Date of award of concessions / permits of authorizations.	Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	Not Applicable

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/ partially met/not met - Not applicable will be treated as fully met / partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b) (vii)] [F No. 1/6/2011-IR dt. 15.4.2013]	Arrangement for consultation with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NIL
		(ii) Arrangements for consultation with or representation by a. Members of the public in policy formulation / policy implementation b. Day & time allotted for visitors c. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applications	NIL
		Public-private partnerships (PPP): (i) Details of Special Purpose Vehicle (SPV), if any	NIL
		(ii) Detailed project reports (DPRs)	NIL

		(iii) Concession of agreements	NIL
		(iv) Operation and maintenance manuals	NIL
		(v) Other documents generated as part of the implementation of the PPP	NIL
		(vi) Information relating to fees tolls, or the other kinds of revenues that may be collected under authorisation from the government	NIL
		(vii) Information relating to outputs and outcomes	NIL
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NIL
		(ix) All payment made under the PPP project	NIL
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/legislations taken in the previous one year	NIL
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (Website)	Website, Exhibitions & Conferences
	Form of accessibility of information manual / Handbook [Section 4(1) (b)]	Information manual /handbook available in (i) Electronic format	Website
3.4		(ii) Printed format	Price List

3.5	Whether information manual / handbook available free of cost or not [section 4(1) (b)]	List of materials available (i) Free of cost	Free of Cost
		(ii) At a reasonable cost of the medium	

4. E. Governance

S. No.	Item	Details of disclosure	Remarks/Reference Points (Fully met / partially met/not met - Not applicable will be treated as fully met / partially met)
4.1	Language in which Information Manual / Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Partially met
		(ii) Vernacular / Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt. 15.4.2013]	Last date of Annual updation	
4.3	Information available in electronic form [Section 4(1) (b) (xiv)]	(i) Details of information available in electronic form	Official Website. www.natmo.gov.in
		(ii) Name / title of the document / record / other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1) (b) (xv)]	(i) Name & location of the facility	Facilities are available for the public queries & providing help in filing second appeals/ complains at 7 th floor,CGO Complex,DF Block, Sector I, Saltlake, Kolkata.
		(ii) Details of information made available	Submission of applications
		(iii) Working hours of the facility	Normal office hours

		(iv) Contact person & contact details(Phone, Fax, Email)	
4.5	Such information as may be prescribed under Section 4(1)(b)(xvii)	(i) Grievance redressal mechanism	Through pgportal.gov.in
		(ii) Details of applications received under RTI and Information provided	i.FY 16-17 No. of RTI application received : 69 Disposed: 69 FY 17-18 No of RTI application received: 60 Disposed: 57 & three partial information sent.
		(iii) List of completed schemes/projects/programmes	NIL
		(iv) List of schemes/projects/programmes underway	NIL
		(v) Details of all contracts entered into including name of the contractor, amount of contract & period of completion of contract.	NIL
		(vi) Annual Report	Available at NATMO web-site
		(vii) Frequently Asked Questions(FAQs)	NIL
		(viii) Any other information such as	NIL
		(a) Citizen's Charter	
		(b) Result Framework Document(RFD)	NIL
		(c) Six monthly reports on the	
		(d) Performance against the benchmarks set in the Citizen's Charter	NIL
4.6	Receipt & Disposal of RTI applications & appeals[F.No.1/6/2011-IR dated 15.04.2013]	(i) Details of applications received and disposed	i.FY 16-17 No. of RTI application received : 69 Disposed: 69 FY 17-18 No of RTI application received: 60 Disposed: 57 & three partial information sent.
		(ii) Details of applications received and orders issued	ii.FY 16-17 No of RTI appeal received:7 Appeal disposed: 7 FY 17-18 No of RTI appeal received:6 Appeal disposed:5 & one appeal under process .

4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	"NIL"
-----	---	--	-------

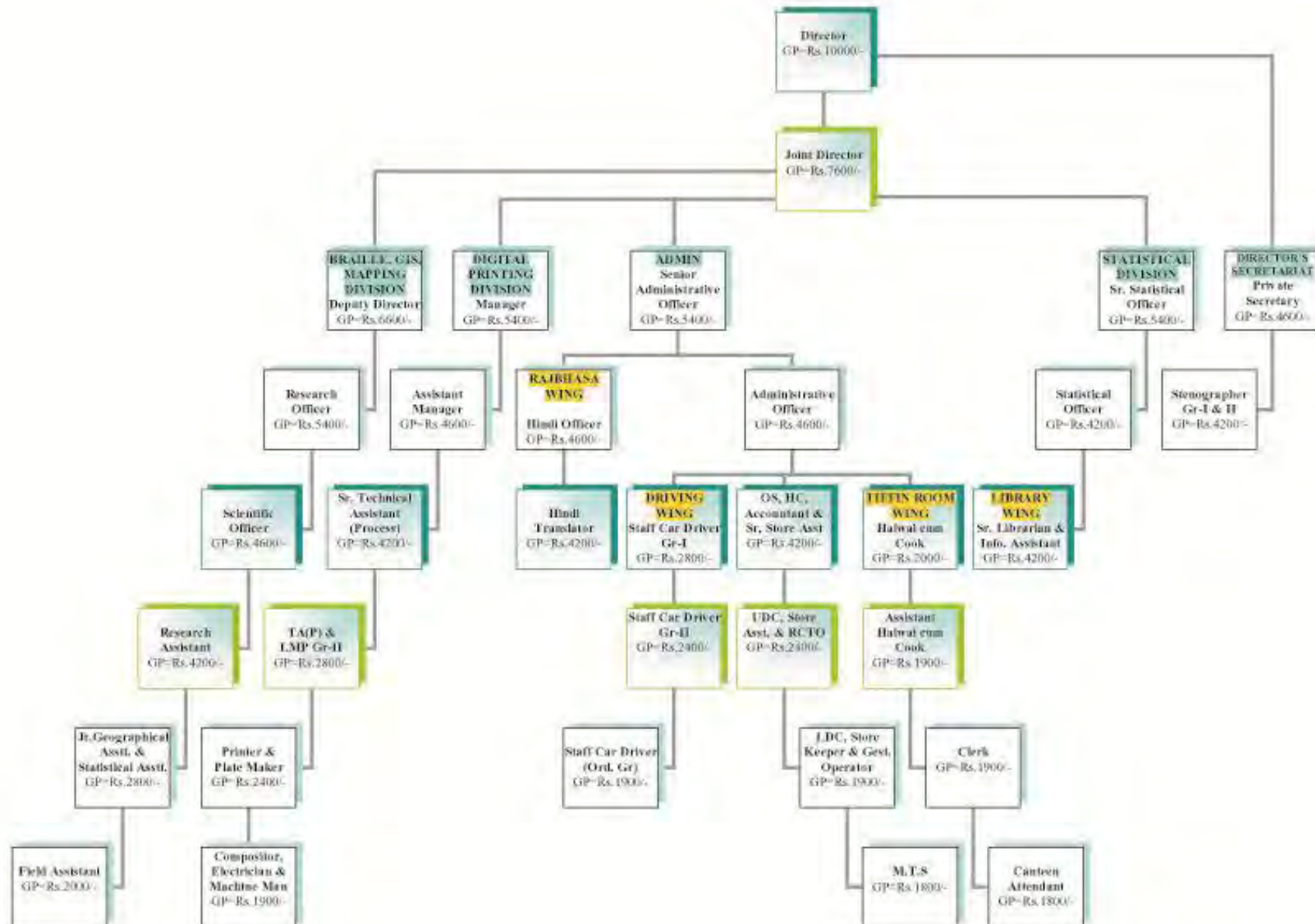
5. Information as may be prescribed

Sl.No	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met- Not Applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dated 17.08.2016, F.No. 1/6/2011-IR dated 15.04.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIOs/FAAs from 1.1.2015	a.CPIO: Smt. Madhuchhanda Sen, S.O FAA: Dr.Swagata Chatterjee,R.O b.CPIO as on 1.1.2015 to 3.12.2015 Smt L.B.Biswas FAA as on 1.1.2015 to 3.12.2015 Sri Debnath Sengupta S.O CPIO as on 4.12.15 to till date Smt. Madhuchhanda Sen, S.O FAA as on 4.12.15 to till date Dr.Swagata Chatterjee,R.O
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of audit carried out	a. 15.5.2017 TO 31.5.2017 b. "NIL" Observation
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HOD (a) Date of Appointment (b) Name & Designation of the officers	a. wef 4 Dec 2015 b. Smt Madhuchhanda Sen, Scientific Officer
		(iv) Consultancy Committee of key stake holders for advice on suomotu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	"Nil"
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the officers	"Nil"

6. Information Disclosed on Own Initiative

Sl.No.	Item	Details of Disclosure	Remarks/Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
6.1	Items/Information disclosed so that public have minimum resort to use of RTI Act to obtain information.		
6.2	Guidelines for Indian Government Websites(GIGW) is followed(released in February,2009 and included in the Central Secretariat Manual of Office Procedures(CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Government of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Cyber Security Audit has been done through third-party audit for web application and declared safe for hosting.

Appendix I Organisation chart



Appendix II

S.No.	Employee Name	Designation	Mobile No.	E-Mail
1	AMARTYA BHATTACHARYA	Statistical Assistant	9476355388	amartya1991@gmail.com
2	AMIT KUMAR AMITESH	Lower Division Clerk	9681866404	aamitesh64@gmail.com
3	AMZAD KHAN	Research Officer	9831482260	amzadnatmo@gmail.com
4	ANGSHUMAN SIKDAR	Sr. Tech Asst.(process)	9051576753	angshumansikdar@gmail.com
5	ANINDITA CHAKRABORTY	Research Assistant	9804529326	anindita.natmo@gmail.com
6	ANINDITA SARKAR	Research Assistant	9432247413	putu1966@gmail.com
7	ANJALI SHARMA	Hindi Officer	9433418087	anjali_s19@rediffmail.com
8	ANJANA BANDYOPADHYAY1	Scientific Officer	9674044522	anjana.bandyopadhyay66@gmail.com
9	ANJANA BANDYOPADHYAY2	Research Assistant	9830438618	anjanabanerjee4@gmail.com
10	ANJANA CHOWDHURY	M.T.S.	9051080051	arkaryuu@gmail.com
11	ANKHI PRAMANICK	Junior Geographical Assistant(JGA)	9432274338	pramanickankhi@gmail.com
12	ANUPAM MUKHERJEE	Sr Store Assistant	9830907707	anupam.sum02an@gmail.com
13	AVIJIT MONDAL	Junior Geographical Assistant(JGA)	8759807449	avibht693@gmail.com
14	BANDANA SUR	Scientific Officer	8902944622	reshmibanerjee24@gmail.com
15	BASUBANDHU BHATTACHARYYA	Research Assistant	9231621223	basualeya@gmail.com
16	BASUDEO CHOWDHURY	Printer	8335959448	basudeo3333@gmail.com
17	BIKASH ROY	Steno-Grade-II	9836266458	bikashroynatmo@gmail.com
18	BISHNU PADA SAHA	Head Clerk	9433610503	bishnunatmo1968@gmail.com
19	BISWANATH DAS	Junior Geographical Assistant(JGA)	9239381223	biswanathbittu@gmail.com
20	CHANDAN CHOWDHURY	Electrician	9230443431	chch101272@gmail.com
21	CHANDRIMA BHOWMIK	Research Assistant	9830707887	chandrима24in@gmail.com
22	CHHANDA BISWAS	Research Assistant	9830777527	biswaschhanda7@gmail.com
23	DAUD KANDULNA	Scientific Officer	9804738560	dknatmo@gmail.com
24	DEBJANI GOOSWAMI	Scientific Officer	9432156709	debjani.natmo@gov.in
25	DEEPAK KUMAR	Lower Division Clerk	9262944167	deepak_5045nda@rediffmail.com
26	DIBYENDU GHOSH	Field Assistant	9830675517	kolkatadg@gmail.com
27	DIPA MUKHOPADHYAY	Research Assistant	9874716208	mukherjeenatmo@gmail.com
28	DIPANNITA PAUL	Research Assistant	9830156663	dipannitakongar@gmail.com
29	DONGMINLIAN HANGLUAH	Research Assistant	9674980275	hangzaluah@gmail.com
30	GOURAB ROY	Store Assistant	9874326830	gourabroycis@gmail.com
31	IMAN PAL	Statistical Assistant	8981959249	pal.iman200@gmail.com
32	JAGABANDHU CHOUDHARY	Lower Division Clerk	9874184531	jagabandhuchoudhary@gmail.com
33	JYOTSNA MONDAL	Scientific Officer	9433911141	jyotsnamondal65@gmail.com
34	KAJAL BASAK	M.T.S.	9432800636	kajal230366@gmail.com
35	KAJAL DAS	Scientific Officer	9432559318	bagchikajal2015@gmail.com
36	KAKALI BERA	Research Assistant	9163190179	kakalibera188@gmail.com
37	KANDANALA ADITYA KUMAR	Research Assistant	9966165587	geoaditya@yahoo.com
38	KAUSIK BRAHMACHARI	Junior Geographical Assistant(JGA)	8420345468	brahmacharik@yahoo.com

39	KIRTHI NATH PRAMANIK	Tech Asst.(Process)	9062662921	kirthinath.pramanik1961@gmail.com
40	KRISHNA DUTT PATRE	Research Assistant	9830227672	drkrishnaduttpatre@gmail.com
41	KUNTALA GHOSE	Research Assistant	9433994551	kg_natmo@hotmail.com
42	LALIT KUMAR RAY	Field Assistant	9831938465	roylalit1961@gmail.com
43	LILY BLANCE BISWAS	Scientific Officer	9433036926	lilyblance@gmail.com
44	LIPIKA MANDAL	Junior Geographical Assistant(JGA)	8768402233	lipikamandal11@gmail.com
45	MADHAB CHANDRA NASKAR	Junior Geographical Assistant(JGA)	9038322975	madhabnaskar@gmail.com
46	MADHUCHHANDA SEN	Scientific Officer	9836069987	sen_madhuchhanda@yahoo.co.in
47	MADHURI MUKHOPADHYAY	Scientific Officer	9433002107	madhurimukherjee65@gmail.com
48	MADHURIMA DATTA	Research Assistant	9433202929	mdatta26@yahoo.com
49	MAHADEV DAS	Tech Asst.(Process)	9903641611	mahadev.das7@gmail.com
50	MAHUYA CHAUDHURI	Research Assistant	9432083686	mourup2019@gmail.com
51	MALABIKA BISWAS	Scientific Officer	9433994612	malabika065@gmail.com
52	MILAN KUMAR ADHYA	Head Clerk	9433423292	mka912199@gmail.com
53	MINAKSHI MUKHERJEE	Junior Geographical Assistant(JGA)	9831476421	babaminakshi@gmail.com
54	MINATI BEJ	Junior Geographical Assistant(JGA)	8017138770	bejminati1@gmail.com
55	MITRA KUMAR	Scientific Officer	9831621508	mitra5111964kumar@gmail.com
56	MOU HAZRA	Scientific Officer	9433610579	moumukherjee090@gmail.com
57	MOUSUMI PODDER	Research Assistant	9433533726	mousumi27september@gmail.com
58	MOUSUMI ROY CHOWDHURY	Research Officer	9007733348	mousumircnatmo@gmail.com
59	MOUSUMI SAHA	Research Assistant	9830330719	ayons3@gmail.com
60	NABINA BOSE	Junior Geographical Assistant(JGA)	9831129011	nabinabose@gmail.com
61	NIHAR CH. DEY	Canteen Attendant	9874514293	deyniharchandra1960@gmail.com
62	PALLAV CHOUDHURY	Junior Geographical Assistant(JGA)	8902488484	pallav_choudhury@yahoo.com
63	PINAKI MUKHOPADHYAY	Junior Geographical Assistant(JGA)	9432246999	pinaki3740@gmail.com
64	PITAMBAR HELA	M.T.S.	9748246192	pitambarhela@gmail.com
65	PIYALI CHOWDHURY	Scientific Officer	9432968155	piyupc.65@gmail.com
66	POLLY MITRA	Research Assistant	9831260789	mitra1965polly@gmail.com
67	PRASANTA KUMAR PADHI	UDC (Upper Division Clerk)	9748015410	prasanta521972@gmail.com
68	PRASENJIT SAHA	Junior Geographical Assistant(JGA)	8016550242	sahaprasenjit815@gmail.com
69	PROSENJIT ROYCHOWDHURY	Junior Geographical Assistant(JGA)	8017742559	prosenjitsuparna@gmail.com
70	RABIN SEN	M.T.S.	9830561496	robinsen2222@gmail.com
71	RAJ KUMAR SAHA	Research Assistant	9831828099	rajkumarsaha364@gmail.com
72	RAKESH CHAKRABORTY	Staff Car Driver (ORD.GR)	8583941062	rudra.natmo@gmail.com
73	RAM PUKAR RAM	M.T.S.	9903206103	rampukapukar2@gmail.com
74	RAM RATAN ORAON	Scientific Officer	9433436490	rroraon@gmail.com
75	RAMA CHATTERJEE	Research Assistant	9477046653	ramasatyajit@gmail.com
76	RANJANA GHOSH	Scientific Officer	9433275630	ranjanaghosh65@gmail.com
77	RAUSHAN KUMAR	Lower Division Clerk	7003469896	kumarraushan045@gmail.com
78	RITA CHOWDHURY	Scientific Officer	9433342415	ritamajhi@gmail.com
79	RUCHIRA BHADURI	Research Assistant	9830683205	gourabbhaduri@gmail.com
80	RUMKI CHAKRABORTY	Junior Geographical Assistant(JGA)	9433911441	rumrup@gmail.com

81	RUPA GAYEN	Scientific Officer	9433767520	gayenrupa@gmail.com
82	RUPA SEN	Junior Geographical Assistant(JGA)	9830545632	rupasen.natmo91@gmail.com
83	RUPEN MAL	Junior Geographical Assistant(JGA)	9732992885	rupenmal.geo@gmail.com
84	SADANANDA SARDAR	Scientific Officer	9432308460	Sadanandasrdr@gmail.com
85	SAJIKRISHNAN K	Research Officer	9433879294	sajinatmo@gmail.com
86	SAMARJEET KUMAR	Lower Division Clerk	8443928484	samarjeetkumar445@gmail.com
87	SANJEEV CHANDRA	M.T.S.	8582813588	schandra066@gmail.com
88	SANJEEV KUMAR SINHA	Research Assistant	9477772844	sks.bhugeo@yahoo.co.in
89	SANKHA RAY	Research Assistant	9432387354	sankhanatmo@gmail.com
90	SARBANI ROY	Research Assistant	9477268430	bani.ray94@gmail.com
91	SARMISTHA SAMADDAR	Research Assistant	9831394613	ssamaddar391@gmail.com
92	SARVAJEET KUMAR	Research Assistant	9477772847	skjeet2006@gmail.com
93	SHIB KUMAR BARMAN	Accountant	9433610438	skbarman1965@gmail.com
94	Shreya Bhattacharjee	Research Assistant	9051130052	shreyabhattacharjee13@gmail.com
95	SIBU NATH DAS	Field Assistant	9831520835	sibunathd@gmail.com
96	SIDDHARTHA PRIYADARSHI	Research Officer	9433115499	drsiddhartha_priyadarshi@yahoo.co.in
97	SIKHA MITRA	Scientific Officer	9433355488	Sikha_Mitra@yahoo.com
98	SOMENATH DAS	Research Assistant	9433088931	somenathhia1965@gmail.com
99	SONALI SAHA BHATTACHARYYA	Research Officer	9831382231	sonali911960@gmail.com
100	SRABANI GUHA	Research Assistant	9433326461	srabaniguha87@gmail.com
101	SRABONI BHATTACHARYA	Research Officer	9830616373	sraboni_bilu@yahoo.com
102	SUBHA GUHA ROY	Scientific Officer	9433245073	subhaguharoy10@gmail.com
103	SUBHANKAR BHATTACHARJEE	Research Assistant	9830554523	bhattacharjeesubhankar@gmail.com
104	SUBHASIS BANERJEE	Research Assistant	9433083231	banerjee_subhasis@rediffmail.com
105	SUBIR DASGUPTA	Research Assistant	9239140558	Subirdasgupta2010@gmail.com
106	SUBIR KUMAR DAS	UDC (Upper Division Clerk)	9477733872	subirdasnatmo@gmail.com
107	SUBRATA MUKHERJEE	Head Clerk	9433624647	subratamukherjee002@gmail.com
108	SUCHISMITA MUKHERJEE	Research Assistant	9163375749	Suchismitam200@gmail.com
109	SUKANYA SARKAR	Scientific Officer	9874194466	sukanyasarkar30@gmail.com
110	SUKDEB BISWAS	Canteen Attendant	8697050848	sukdebbiswas22@gmail.com
111	SUMAN GHOSH	UDC (Upper Division Clerk)	7003514553	ghoshsuman1974@gmail.com
112	SUMAN SAURAV	M.T.S.	8797415396	sumansauravsm@gmail.com
113	SUMAN SHANKAR SHARMA	M.T.S.	7209219060	simplysumanshankar@gmail.com
114	SUMIT CHAKRABORTY	Field Assistant	9432403505	sumitchakraborty1964@gmail.com
115	SUMIT KUMAR MUKHERJEE	UDC (Upper Division Clerk)	9434839288	sumit7775@rediffmail.com
116	SUMITRA BANERJEE	LMP Grade-II	9163463769	sumitrobanerjee1@gmail.com
117	SURAJIT DEBNATH	Head Clerk	9051688875	surajitdebnath1978@gmail.com
118	SUSHMA KUMARI ORAON	Junior Geographical Assistant(JGA)	8404920590	sush97oraon@gmail.com
119	SWAGATA CHATTERJEE	Research Officer	9475958958	swagata.iit@gmail.com
120	SWAPAN KUMAR SARDAR	Tech Asst.(Process)	9007993426	swapankrsardar75@gmail.com
121	SWAPNA SAHA	Scientific Officer	9831090094	sanjairiver@gmail.com
122	SWATI BANDYOPADHYAY	Scientific Officer	9830542843	bandyopadhyaysaptadeep@gmail.com

123	SWETA BANERJEE	Research Assistant	9432256930	tulip@dr.com
124	TANISHA SINHA	Lower Division Clerk	9883958685	tanishasinha2014@gmail.com
125	TAPAN MONDAL	Store Assistant	9874265185	tapan_555@yahoo.co.in
126	TAPATI BANERJEE	Director	9477228373	dir.natmo@nic.in
127	TAYAB ALI	Compositor	8420858291	afrozaisrat@gmail.com
128	TROYEE SARKAR	Research Assistant	9432188360	sarkar.troyee@gmail.com
129	TUSHAR KANTI BANERJEE	Steno-Grade-II	9433258288	tkb1170@rediffmail.com
130	UTPAL NASKAR	Lower Division Clerk	9051127954	naskarutpal69@gmail.com
131	UTTAM KUMAR ROY	UDC (Upper Division Clerk)	9836312794	uttam.68roy@gmail.com
132	VIKAS KUMAR	Research Assistant	9830418747	kumarvikas181977@gmail.com