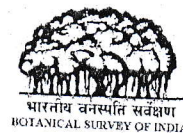




GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT FOREST & CLIMATE CHANGE
BOTANICAL SURVEY OF INDIA
OFFICE OF THE DIRECTOR

CGO COMPLEX, 3RD MSO BUILDING
BLOCK F, 5TH & 6TH FLOOR (ROOM NO. 549-555 & 649-655)
DF BLOCK, SECTOR I, SALT LAKE CITY, KOLKATA - 700 064



BSI - 32/1/2019-Adm. / 4180

Date: 22nd May 2025

ORDER

Shri Indrasis Banerjee, Junior Administrative Officer, BSI, Hqrs., Kolkata, is entrusted with the following duties and responsibilities on being appointed as Junior Administrative Officer in BSI (HQ), with immediate effect.

1. He will discharge the duties of DDO, BSI (HQ).
2. He is to supervise overall sectional activities of **Establishment (verification of service Book, leave records and other entries only), Store & Stationary Section and Accounts Section (Budget file, monthly/quarterly expenditure files, Medical claims & Other Advances files)** and process all the files of these with his observation and interpretation of relevant rules & provisions for necessary approval/sanction/instruction by the Director.
3. He is to assist authority in sending information or replies on audit observations and queries of the ministry on establishment or financial matters.
4. He is authorized to attest all the entries in services book of Officers/ staff posted in BSI (HQ).
5. He is to assist Liaison Officer for proper functioning and implementing reservation for SC/ST/OBCs and ensure timely conduct of DPC meeting.
6. He is to ensure implementation of the departmental committee reports relating to all purchase cases, maintenance of departmental vehicles, write off of surplus and unserviceable stores etc. and timely verification of stores maintaining OM procedures.
7. He is to render assistance to the authority in maintaining office discipline and security of the Govt. property.
8. He is to attend any other duties assigned to him by the authority from time to time.
9. He will be designated as JAO & DDO, BSI (HQ).

This is issued with the approval of the Director, Botanical Survey of India, Kolkata.

Ranajit Kumar Roy 22/5/25
(Ranajit Kumar Roy)

Senior Admn. Officer & Head of Office

Distribution :

1. Shri Indrasis Banerjee, Junior Administrative Officer, Hqrs., B.S.I., Kolkata.
2. Dr.C.M. Sabapathy, Botanist & DDO, BSI (HQ) with request to handover the charge of DDO (including User I.D/Password/mobile/email mapping, etc) to Shri Banerjee, JAO & DDO, BSI (HQ)
3. Dr.C.Murugan, Scientist-F (Administration), BSI(HQ), Kolkata.
4. All Head of Offices, Botanical Survey of India.
5. PAO (BSI/ZSI), Nizam Palace, Kolkata.
6. Dr.Karthigeyan, Scientist-F, Hqrs., for information & requested to upload this order on the website of BSI.
7. Scientist In-Charge of Technical Sec./ Scientist In-charge of Publication Sec, for information please.
8. Drawing & Disbursing Officer, Hqrs., Kolkata.
9. All units of Headquarter (Acctt. Sec./Estt. Sec./Admn. Sec./Tech./Pub./Store./Stny./Pharmacognosy/Cryptogamy/Ecology/Plant Chemistry/Library Sec.) for information.
10. Branch Manager, Union Bank of India, Exchange Place, Kolkata.
11. Hindi Section for Hindi version.
12. Secy. Genl. BSIEA for information.
13. Order book/Guard file.