



भारत सरकार/ GOVERNMENT OF INDIA
पर्यावरण वन मंत्रालय एवम् जन वायु परिवर्तन/MINISTRY OF ENVIRONMENT FOREST & CLIMATE CHANGE

भारतीय वनस्पति सर्वेक्षण/BOTANICAL SURVEY OF INDIA

निदेशक का कार्यालय/OFFICE OF THE DIRECTOR

सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन/CGO COMPLEX, 3RD MSO BUILDING

ब्लॉक एफ, पाँचवाँ और छठा तल/BLOCK F, 5TH & 6TH FLOOR (ROOM NO. 549-555 & 649-655)

डी एफ ब्लॉक, सेक्टर १, साल्ट लेक सिटी, कोलकाता - ६४/DF BLOCK, SECTOR I, SALT LAKE CITY, KOLKATA - 700 064



संख्या/No.: भा.व.स./BSI - 32/1/2019-Adm. / 1593

दिनांक/Date: 18th February, 2025

ORDER

In supersession of all earlier office orders of even No. Shri Ranajit Kumar Roy, Senior Administrative Officer, BSI, Hqrs., Kolkata, is entrusted with the following duties and responsibilities with immediate effect.

1. He will be the Head of Office, Botanical Survey of India, Headquarter, Kolkata with full financial powers as conferred under Rule -14 of Delegation of Financial power 1978, as amended from time to time.
2. He will render help, assistance and advice to the Director, BSI for smooth and efficient functioning of the survey as a whole.
3. He will be the O. M. Officer of the Survey and Member Secretary of the DPC for Group-C staff of BSI.
4. He will be the Reviewing Officer for check and review of the cases relating to staff cars/office vehicles.
5. He is to supervise overall sectional activities of Administration, Accounts, Establishment, Store & Stationary Section and process all the sectional files with his observation and interpretation of relevant rules & provision.
6. He is to assist Vigilance Officer & CPIO to dispose off vigilance matters, RTI issues, staff grievances, Public Grievances etc.
7. He is to look after CPWD affairs and keep track with utilization of Capital budget and budget under Minor Head.
8. He is to look after departmental CAT/Court cases and keep liaison with the Govt. counsel on court matters.
9. He is to assist in preparation of departmental budget estimates and revised estimates and ensure timely reconciliation of expenditure with the PAO and collection of the actual expenditure statement of different regional Centre/unit offices for sending complied statement of expenditure of the department to the ministry in time.
10. He is to maintain close co-ordination with DDO in all financial matters (including PFMS/ Bhavishya/ GeM/ etc).
11. He is to scrutinize all cases relating to pension, gratuity, leave encashment, fixation of pay etc. and advances including HBA, GPF, TA, LTC, MCA, Medical bills, etc. before placing to the competent authority for necessary sanction or instruction.
12. He is to assist competent authority in sending information or replies on audit observations and queries of the ministry on establishment or financial matters.
13. He is authorized to attest all the entries in service books of Group 'C' staff of BSI, Hq, Kolkata.
14. He is to assist Liaison Officer for proper functioning and implementing reservation policy of Govt. of India and ensure timely conduct of DPC meeting.
15. 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.
16. He is authorized to convey of order/sanction of the Director, BSI, Headquarter, Kolkata.
17. He is to render assistance to the competent authority in monitoring the punctuality/ maintaining office discipline and security of the Govt. property.
18. He is to attend any other duties assigned to him by the competent authority from time to time.
19. All files dealt by the Senior Administrative officer/ Head of Office will put up to Director, BSI which will be routed through the Scientist-F (Administration) of BSI, Hq, Kolkata for necessary approval/sanction/instruction by the Director.

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

(C. Murugan)

Scientist-F & Head of Office

Distribution :

1. Dr. C. Murugan, Scientist-F, BSI, Hqrs., Kolkata. He is requested to hand over the charges of 'Head of Office' of BSI, Hq., Kolkata to Shri Ranajit Kumar Roy, Sr.AO, Hq., B.S.I., Kolkata
2. Shri Ranajit Kumar Roy, Sr.AO, BSI, Hqrs Kolkata. He is requested to take over the charges of 'Head of Office' of BSI, Hq., Kolkata from Dr. C. Murugan Scientist-F, Hq. Kolkata, after observing all the requisite formalities.
3. All Heads of Office of Botanical Survey of India.
4. Dr. Avinash Bharti, Scientist-D, BSI, CNH. for information & requested to upload this order on the website of BSI.
5. Scientist In-Charge of Technical Sec./ Scientist In-charge of Publication Sec, BSI, Hq, Kolkata for information please.
6. Drawing & Disbursing Officer, BSI, Hq., Kolkata.
7. All units of BSI, Headquarter (Acctt. Sec./Estt. Sec./Admn. Sec./Tech./Pub./Store./Stny./Plant Chemistry/Library Sec.) for information.
8. Hindi Section for Hindi version.
9. Secy. Genl. BSIEA for information.
10. PAO (BSI/ZSI) Kolkata
11. Order book/Guard file.