



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 & 649-65)
डी एफ ब्लॉक, सेक्टर 1, साल्ट लेक सिटी, कोलकाता – 64/DF BLOCK, SECTOR 1, SALT LAKE CITY, KOLKATA – 700 064

No.: भा.व.स./BSI – 32/1/2019-Adm/9297

Date: 31-10-2025

ORDER

In supersession of all previous orders, Dr. Onkar Nath Maurya, Scientist-E, BSI, Hq, Kolkata, is hereby declared as Scientist-E (Administration) at BSI, Hq, Kolkata and assigned with the following duties with immediate effect.

1. To assist the Director, Botanical Survey of India in respect of all policy matters on administrative issues of the department.
2. He is to supervise overall activities of Administration, Accounts, Establishment, Store & Stationary Section of BSI for necessary approval/sanction/instruction by the Director.
3. He is authorized to attest all the entries in service books of Group A & B officers of BSI, Hq, Kolkata.
4. He will be the Liaison Officer for proper functioning and implementation of reservation policy of Govt of India.
5. He will be the Nodal Officer for monitoring and implementing Aadhar Enabled Biometric Attendance System (AEBAS) in BSI and its regional Centres/ Units.
6. He will be Nodal Officer for monitoring E-HRMS in BSI and its Regional Centres/ Units.
7. He will be Nodal officer for Audit matter (both internal and external) of the BSI, Hq, Kolkata.
8. He will act as the Rajbhasha Adhikari (Hindi Officer) of the department.
9. To perform any other work that may be assigned by the Director, Botanical Survey of India from time to time.


(KANAD DAS)
Director

Distribution :

1. Dr. Onkar Nath Maurya, Scientist-E, BSI, Hq, Kolkata.
2. Senior Administrative Officer & Head of Office, BSI, Hq, Kolkata
3. HOO/DDO/ In-charge of all Regional Centres/ Units of BSI.
4. All Section (Acct./ Estt./ Admn./ Tech./ Store./ Stny./ Pub./Hindi./Lib.), BSI, Hqrs., Kolkata.
5. PAO, (BSI/ZSI), Kolkata.
6. Secretary General, BSIEA for information
7. The Order Book.
8. Guard File.