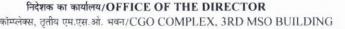




पर्यावरण वन मंत्रालय एवम् जल वायु परिवर्तन/MINISTRY OF ENVIRONMENT FOREST & CLIMATE CHANGE

भारतीय वनस्पति सर्वेक्षण/BOTANICAL SURVEY OF INDIA



सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन/CGO COMPLEX, 3RD MSO BUILDING ब्लॉक एफ, पाँचवां 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 I, SALT LAKE CITY, KOLKATA - 700 064

No.: भा.व.स./BSI – 32/1/2019-Adm**./92** 9-7

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.

Distribution:

- 1. Dr. Onkar Nath Maurya, Scientist-E, BSI, Hq, Kolkata.
- 2. Senior Administrative Officer & Head of Office, BSI, Hq, Kolkata
- 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.
- PAO, (BSI/ZSI), Kolkata.
- 6. Secretary General, BSIEA for information
- 7. The Order Book.
- 8. Guard File.