The Seventh Meeting of the Office Council was held on 19th December, 2016 under the Chairmanship of Dr. Tapati Banerjee, Director, NATMO. Following members were present in the meeting:-

**Office Side:**
1. Dr. Tapati Banerjee, Director, NATMO
2. Smt. Anjali Sharma, AD (OL) & Head of Office
3. Dr. Noor Mahammad, Deputy Director, NATMO
4. Dr. Sonali Saha Bhattacharya, Research Officer, NATMO

**Staff Side:**
1. Sri Subhas Banerjee, RA, Secretary, NATMOEA
2. Sri Biswanath Das, Jr.G.A, Chairman, NATMOEA
3. Sri Jagabandhu Choudhury, LDC, Treasurer, NATMOEA
4. Sri Mahadev Das, TA (Process), Executive Member, NATMOEA

Dr. Tapati Banerjee, Director, NATMO welcomed all the members of the “Office Council of NATMO’. Sri Tushar Kanti Banerjee, Steno Gr-II attended the meeting as PS to Director (Acting). Then the Director requested Smt. Anjali Sharma to readout the agenda. Thereafter agenda-wise discussion took place.

1. **Confirmation of the last minutes** (last meeting on 3-8-2016)
   --Confirmed

2. **To discuss about long pending ‘Cadre Restructuring’ of NATMO**
   Sri Subhas Banerjee enquired about the status of ‘Cadre Restructuring’ as it is a long pending issue for revival of NATMO & its Posts. The Director replied that with experts like former NATMO-Director, JS-DST etc, a ‘High Power Committee’ will be formed regarding this matter & the order about this will be issued by the DST (SMP) by January, 2017.

3. **To discuss about approval of new Recruitment Rules through DST/ DoPT**
   Discussing the issue of Revision of Recruitment Rules after 7th CPC, the Director told that satisfactory improvement has been made by DST for Amendment of R/Rules (i.e. Pay Scale amendment) & Gazette Notification. But thorough Revision is required in R/Rules for Direct Recruitment & opening of promotional avenue as because R/Rules are more than 25 years old. She is trying her level best since her joining as Director of NATMO. She also said that due to non-implementation of New Revised Recruitment Rules’, she herself is facing various problems to run the NATMO as there is no Joint Director, Deputy Director, Senior Administrative Officer, Administrative Officer, Manager, Senior Statistical Officer, Private Secretary, Senior Library & Information Assistant, Office Superintendent etc. Even ‘Staff Selection Commission (ER) also refused to take any recruitment examination through very old & obsolete R/Rules where educational qualification is VIII passed
etc. For speedy action at DST (SMP), Smt. Sonali Ghosh, RA & Sri Mohit Kumar, LDC are deputed to process the R/Rules.

The Director also told that Merging & Redesignation of ‘HC, OS, Accountant, SrSA’ (as suggested by a Committee constituted by Sri Sanjay Prasad, the then JS-DST & Director-NATMO), ‘Steno Gr-I & Steno Gr-II’, ‘Promotion channel of FA (as it was earlier before 6th CPC)’, ‘Promotion channel of single isolated post of LMP Gr-II’, ‘Upgradation of single isolated post of Electrician’ will be decided as per new Recruitment Rules.

Regarding Promotion of JrGA, the Director directed Sri Subhasis Banerjee, RA (attached to Admin Section) to prepare a ‘Fact-Sheet’ to further process at DST with proper justification.

(4) **To discuss about filling up of all Direct/ Promotion/ Deputation Posts**

Regarding Deputation & Direct Advertisement of NATMO, Sri Subhasis Banerjee (attached to Admin Section) pointed out the problems elaborately. He told that as per recent Govt order ‘Interview Selection’ of Gr-C & Gr-B (NG) Posts are not allowed. After long discussion, the Director directed to put up all applications of Deputation & Direct Posts for onward transmission to DST (SMP) for further action/ advice.

In Promotion, one Head Clerk Post (ST) will be converted to Head Clerk (SC) if ‘de-reservation’ is approved by the DoPT/ DST.

Though it was returned by DST & SSC (HQ), one Hindi Translator/ Junior Translator Post will be sent to SSC (ER) once again along with Staff Car Driver (OG) for advertisement. For other Promotional & Direct Posts (including Printing related posts), the Director has advised to keep pending the cases until new revised R/Rules will come into force. The Director will also talk with DST about ‘Special Drive for SC/ ST’. Regarding ‘Compassionate Appointment’, the Director told that rules are not applicable right now & it is sub-judice.

(5) **To discuss about regular Sweeping & Cleaning of Office and Modernization of Office furniture**

Sri Biswanath Das complains regarding the cleanliness of office premises. The Director instructed Head of Office to engage all contractual labours for the purpose of sweeping & cleaning of office premises and also instructed for rotational duty of all the contractual labours. She also told that if the works of the labours are not satisfactory she may cancel their extension of contract. In this regard, she told that Tiljala Press Building has been maintained very nicely.

She also told that Committee for Maintenance (Swachh Bharat Plan), Committee for Archive, Display & Exhibition will be formed very soon. A proper Visitor’s Room will also be created. Modern Chair & Table will be purchased through NATMO Store.

During the discussion, she told that no Contractual labours/ Retired employees henceforth will be deputed in the ‘ACR/ APAR jobs’, ‘Remote Sensing Library’, ‘Accounts & Admin Section’, ‘Physical Verification jobs’, ‘Vehicle Section’ and ‘Press/ Machine Section’. However she agreed that ‘High-Skilled’ staff is required for Press & Vehicle. To overcome the crisis, a reminder letter will be issued to SSC (ER) for early appointment of 16-MTS.

She told that an almirah will be issued to every staff for proper placement of files, maps etc. She also told that ‘Record Room’ should be maintained properly. The dumping papers/ maps should be shorted out by MTS under supervision of Dr. Sonali Saha Bhattacharya, RO & will be deposited the same to Record Room/Library. It has also been decided that henceforth, ‘clearance certificate’ will be required from concerned ‘TG/ HoD/ DDO/ Unit Head’ etc before retirement/ VR.

It has also been decided that one ‘expert’ will be permanently engaged at NATMO from the next time at the time of ‘Software Tender Contract’.

During the discussion, the Director told that Brail maps will be printed out in ‘thermo sheet’ papers if possible & Atlas will be of smaller size for easy handling.

(6) **To discuss about Expansion of ‘Rashtriya Atlas Bhavan’ & enquiry about poor construction of the new press building**

Sri Mahadev Das enquired about the progress of work in ‘Rashtriya Atlas Bhavan (RAB)’. The Director enquired Dr. Sonali Saha Bhattacharjee regarding this. Dr. Sonali Saha Bhattacharjee replied that CPWD has stopped the work due to non-payment of bills. Electrical works also had been stopped due to non-payment.

Sri Subhasis Banerjee requested the Director to take initiative for the expansion of ‘Rashtriya Atlas Bhavan’. The Director said that let the current phase to be completed first. Regarding the poor construction of the building, the Director told that before taking over the building one Committee will be formed taking officers from both side (NATMO & CPWD) as per advice from DST to check point to point observations. Considering the demand of the Staff Side, the Director told that one room will be allotted to NATMOEA if Rules permit.

(7) **To discuss about purchase of a ‘4 Colour Offset Printing Machine’ for NATMO Press**

The Director told that, one machine will be shifted to RAB building from Tiljala Press & other will be replaced by ‘buy back’ policy. The condemnation process will be done through HMT. The cost of ‘4-Colour
Offset Printing Machine' is near about 6 crore. Before purchasing the machine one Committee will be formed from Survey of India & NATMO experts for detailed feasibility report. Sri Mahadev Das told that 'CTP Machine' tender was done much before, but process could not be completed by NATMO Store due to reasons unknown. The Director told that she will enquire about the matter.

(8) **To discuss about Upgradation of FA (2 cases), Ex-FA cadre re-fixation (1 case)**

After discussion, Director told that Upgradation of 2-FA are under active consideration at DST/ Ministry of Finance. In case of Ex-FA cadre re-fixation, a reminder will be send to DST for quick settlement of the case. 'Due-Drawn Arrear Statement' of all FAs will also be issued by Jan'17.

(9) **To discuss about proper Reshuffling in Administrative Wing**

The Director told that entire reshuffling (Ministerial & Non-Ministerial both) will be done in due course preferably after March, 2017. In Accounts & Administration, 2 personnel will be deployed in each working table and each personnel will be rotated table-wise for smooth functioning of Accts (with special emphasis on monthly pay bill) & Admin jobs. Head of Office & DDO will look into the matter right now. The Director also directed that every Admin personnel should take 'Com-DDO', 'PFMS' etc. system training on regular basis for proper man power development.

The Director told that attendance & leave should be as per Government Rules. Biometric attendance should be maintained & leave (EL, CCL) also should be applied well in advance and in biometric online system along with hard copy. She also instructed that every Gazetted Officer should put their signature/thumb impression & time in attendance system in Arrival & Departure both. She herself also wants to do the same. She also requested Staff Side not to interfere in this regard except humanitarian & medical ground. On request from Staff Side Leader, 'Short Leave Application/ Permission' will also be re-introduced right now. Regarding poor Biometric system, Director told that henceforth NATMO Store will look after the proper maintenance & billing of the machine.

The Director requested the Staff Side to see the proper & genuine procedure of T/A/ LTC Bill (Railway e-ticketing from Govt. approved authority, Registered Hotel Bill etc.), Medical Bill. Staff Side requested the Director to look into the matter regarding 'NOC for Medical Test on urgency basis. Director agreed with the matter.

During discussion, the Director told that one Committee will be formed for assisting RTI Cell of NATMO regarding 'not traceable' matters. Another Committee will be formed for reviewing of 'PwD Roster' after 7th CPC as per DoPT guidelines.

(10) **To discuss about 'e-Procurement' in NATMO Store**

&

(11) **To discuss about 'e-Gateway system' in NATMO Web-site etc.**

Regarding point (10) & (11) of the agenda, the Director told that both will be implemented by March, 2017 by NATMO Store. A Workshop of 'e-procurement' was already organized by NIC in this matter at NATMO (HQ) on 16-12-2016. For PoS/ PoP system, letter has already been given to RPAO (Sol. & NATMO) for their permission. A Docketing Machine will also be purchased by NATMO Store for Dispatch Section as early as possible.

(12) **To discuss about re-starting of 'Research, Development & Training Division' of NATMO with proper Recognition**

Regarding this agenda, the Director told that for recognition of the Division, Sri Saji Krishnan K, SO has been deputed in this matter to discuss with AICTE. After preliminary discussion with AICTE, the matter will be considered. Director also requested that every employee should submit atleast one 'paper' (research/innovative) in a year for self development as well as for betterment of NATMO. She also told that in different fields, 3-5 member Committee will be formed to train the people of NATMO along with outside training/ workshop.

(13) **To discuss about drinking water crisis & immediate Replacement of Filter in NATMO Tiffin Room**

The Director told that written complain is required in this matter from recognized Associations as well as individuals as because huge amount already has been spent for entire water system of NATMO by this year (including purchase of Bottled Water, Nabagdantiga Water Management Bill, Water Filter system etc.). The Director is also surprised to know that without tender enquiry the water filter machine has been purchased (as reported by NATMO Consumer Co-op Stores Ltd). Before changing the water filter machine, proper investigation is required on the basis of the written complain from appropriate authority like National Test House etc. The Director told that she will enquire about the AMC of the 'water filter machine' & it should be maintained by NATMO Store regularly. In the meantime, in RAB, poor plastic water pipe will be changed by Dr. Sonali Saha Bhattacharjee, RO & she will look after the bottling of the water for NATMO (HQ) so that it will be hygienically bottled/ filtered.
(14) Proper Posting of following Posts as per Govt. Rules:
Store Officer (should be Gr-A)/ Grievance Officer (should be Gr-A)/ Citizen Charter Officer (should be Gr-A)/ Transparency Officer (should be Gr-A) etc.

After discussion, the Director told that in NATMO, due to shortage of Group-A officers, matter was not taken up as yet. However considering the appropriate demand from the Staff Side, it will be decided very soon as per Govt. Rules.

(15) Miscellaneous items with the permission of the Chair

Sri Biswanath Das & Sri Jagabandhu Choudhury enquired about ‘Map Planning’ of the new Director. The Director discussed the matter elaborately. In this regard, she informed that the Braille Atlas may be released in Hyderabad during the ‘250 years Celebration of Survey of India’ or at ‘Indian Science Congress’. She is also interested about ‘Tourist Mapping’ (including Medical Tourism) & ‘School Atlas’ in different languages.

Regarding Child Care Leave, the Director instructed Head of Office to ask everyone to submit the ‘Birth Certificate’ of their child along with the application in every occasion. Proper ground should also be written along with valid documents by every applicant. She also directed not to leave office before sanctioning of the CCL.

Discussing on online Admin, Accounts, Library, the Director told that let the own Server come first, and then it will automatically come into force. She agreed about ‘e-Service Book’ system. She also told that Server will be in two parts, one for ‘Mapping’ & another for ‘Admin & Accounts’. Regarding Online Library, she told that NATMO needs atleast one ‘Senior Librarian & Information Assistant’ for entire ‘accession of the NATMO Library’. Otherwise online service will not be possible right now. Agreed with the view of the Staff Side, one ‘Public Relations Cell’ will be opened.

Sri J.B. Chowdhury reported that some Officer & Staff had misbehaved with others. The Director said that she would look into the matter after discussion with Dr. Sonali Saha Bhattacharjee RO & Chairman, Complaints Cell regarding “Sexual Harassment of Working Women”

Discussing about the future of NATMO, the Director said that as per DST, as on date, there is no merging proposal with Sol (as per recommendation of the CPC). In future it will be decided by the Appropriate Authority.

Next Meeting will be held in February, 2017.
The meeting ended with thanks to the Chair.

(Banerjee)
Chairperson, Office Council & Director, NATMO

Distribution:
1. Dr. Tapati Banerjee, Director
2. Smt. Anjali Sharma, AD (OL) & Head of Office
3. Dr. Noor Mahammad, DD
4. Dr. Sonali Saha Bhattacharjee, RO
5. Sri Biswanath Das, Jr. Geographical Asst
6. Sri Mahadev Das, Technical Assistant (Process)
7. Sri Jagabandhu Choudhury, LDC
8. Sri Subhasis Banerjee, Research Assistant
9. Store-in-Charge (for Circulation)
10. CPIO (RTI)
11. Appellate Authority (RTI)
12. DDO (for Circulation)
13. Welfare Officer
14. Training Officer
15. In-Charge, NATMO Web-site Monitoring Cell (for uploading in NATMO website)
16. Private Secretary
17. Technical Coordinator— (for Circulation)
18. File Copy (19-1/ 2013-Est-II)
19. Minutes Book of Office Council (19-1/ 2013/ Estt-II)
20. 47-1/ 2016-Estt
21. Guard File