

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums

संस्कृति मंत्रालय, भारत सरकार
Ministry of Culture, Govt. of India
कोलकाता / Kolkata-700091

Ref no.:- I-13016/36/ 2452

Date : 10.02.2023

कार्यालय नोट / OFFICE MEMORANDUM

This is with reference to his application dated 03.02.2023 in response to the Advt. No. 01/2023 and based on the recommendations of the Selection Committee which met on 10.02.2023, the Competent Authority, NCSM has been pleased to approve engagement of Shri Dilip Saha, Section Officer(Retd.), NCSM(Hqrs.) as Consultant (Finance & Accounts and Stores & Purchase) on contract basis for an initial period of 06(six) months which is extendable by another six months or further period subject to functional requirement of the Council and appraisal of the performance & medical fitness of the contract appointee. The engagement of Shri Dilip Saha as Consultant in NCSM shall be at a consolidated remuneration as per rules which will be fixed on his assumption of duty.

The following terms and conditions shall govern the engagement of Shri Dilip Saha as Consultant (Finance & Accounts and Stores & Purchase) :-

- a) The appointment will be on contract in CRTL / NCSM(Hqrs.), Kolkata. However, he may be required to render consultancy assistance to Science Museums/Centres under NCSM, on day to day basis;
- b) He will not be entitled to any other allowance/fee apart from the consolidated monthly remuneration;
- c) During the period of six months, the contract is liable to be terminated with 15 days' notice from either side without assigning any reason. However, the engagement of Shri Dilip Saha can be terminated at any point of time for breach of any condition of non-disclosure undertaking and can be proceeded against relevant law in force without any notice or/and without assigning any reason thereof;
- d) He shall attend office according to the working hours of NCSM(Hqrs.) / CRTL, Kolkata or/and of the centre where he is deputed;
- e) He will be allowed paid leave of absence at the rate of 1.5 days for each completed month of service. He will not be entitled for any other kind of leave;
- f) He will be entitled for TA/DA as per his entitlement at the time of his retirement in case he is required to travel outstation on official duty during his contractual engagement;
- g) He will not be eligible for any other facility or/and benefit applicable for the regular employees of NCSM;
- h) The Income Tax or any other tax as applicable will be deducted at source from the fee payable as per Government Guidelines/Instructions from Shri Dilip Saha;
- i) He is required to submit a non-disclosure undertaking as per the attached format;

If terms and conditions as mentioned above are acceptable to Shri Dilip Saha, he may communicate his acceptance to this office within 3 (three) days of issue of this Memorandum and join his duty on or before 17th February, 2023, failing which this offer shall stand cancelled & withdrawn on expiry of the stipulated period.

This issues with the approval of Competent Authority.

Encls : As stated

Shri Dilip Saha
Nairwita Cooperative Housing Society Ltd.
1B, CB-177, Street No.199, Action Area-1C,
New Town,
Kolkata-700156

Copy to:-

1. DDG, NCSM
2. Director - Hqrs./CRTL/NEZ
3. PPS to DG, NCSM
4. Sr. CoFA, NCSM
5. SE, NCSM
6. CoA, NCSM(Hqrs.)
7. PRO & Hindi cell, NCSM Hqrs.
8. Bill Section, NCSM
9. Office copy

10/02/2023
श्रीधर बोस/Sabbat Bose
निदेशक (प्रशासन) / CoA, NCSM Hqrs.

NON-DISCLOSURE UNDERTAKING

To,

The Director General
National Council of Science Museums
33 GN Block, Sector V
Kolkata-700 091

Sir,

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with NCSM which would otherwise conflict with my obligations towards NCSM.
 - to abide by data security policy and related guidelines issued by NCSM.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to NCSM any records/material, equipment, documents or data which is of confidential nature.
 3. I shall keep NCSM informed of any change in my address or contact details during the period of my engagement.
 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)
Name:
Address:.....
.....
Dated:
Personal Contact No.....