

**राष्ट्रीय विज्ञान संग्रहालय परिषद्**  
**National Council of Science Museums**  
संस्कृति संग्रहालय, भारत सरकार  
Ministry of Culture, Govt. of India  
कोलकाता/Kolkata-700091

Ref no.:- I-13016/36/ २५५७

Date : 10.02.2023

**कार्यालय शीर्षक /OFFICE MEMORANDUM**

This is with reference to her application dated 01.02.2023 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 Smt. Suva Roy, Office Assistant (Grade-I) (Reid.), NCSM(Hqrs.) as Consultant (Finance & Accounts) 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 Smt. Suva Roy as Consultant in NCSM shall be at a consolidated remuneration as per rules which will be fixed on she assumption of duty.

The following terms and conditions shall govern the engagement of Smt. Suva Roy as Consultant (Finance & Accounts) :-

- a) The appointment will be on contract in CRTL/ NCSM(Hqrs.), Kolkata. However, she may be required to render consultancy assistance to Science Museums/Centres under NCSM, on day to day basis;
- b) She 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 Smt. Suva Roy 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) She shall attend office according to the working hours of NCSM(Hqrs.) / CRTL, Kolkata or/and of the centre where she is deputed;
- e) She will be allowed paid leave of absence at the rate of 1.5 days for each completed month of service. She will not be entitled for any other kind of leave;
- f) She will be entitled for TA/DA as per her entitlement at the time of her retirement in case she is required to travel outstation on official duty during her contractual engagement;
- g) She 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 Smt. Suva Roy;
- i) She is required to submit a non-disclosure undertaking as per the attached format;

If terms and conditions as mentioned above are acceptable to Smt. Suva Roy, she may communicate her acceptance to this office within 3 (three) days of issue of this Memorandum and join her duty on or before 17<sup>th</sup> 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

Smt. Suva Roy  
16/1, Brojen Mukherjee Road,  
Behala  
Kolkata - 700034

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*  
श्रीवात शर्मा/Sahel Bose  
प्रबंधक (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.....