

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-13016/36/772

29.06.2022

कार्यालय ज्ञापन /OFFICE MEMORANDUM

This is with reference to his application dated 03.06.2022 in response to the Advt. No. 04/2022 dated 26.05.2022 and based on the recommendations of the Selection Committee which met on 28.06.2022, the Competent Authority, NCSM has been pleased to approve engagement of Shri K Unnikrishnan, Controller of Stores & Purchase, CRTL (Retd.) as Consultant (Materials Management) on contract basis for an initial period of 06(six) months which may be extended for further period subject to functional requirements of the Council for rendering consultancy assistance in Materials Management related works at Central Research & Training Laboratory (CRTL). The engagement of Shri K Unnikrishnan as Consultant (Materials Management) in NCSM shall be with immediate effect 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 K Unnikrishnan as Consultant (Materials Management):-

- 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 K Unnikrishnan 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 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 K Unnikrishnan;
- 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 K Unnikrishnan, he may communicate his acceptance to this office within 3 (three) days of issue of this Memorandum and join his duty on or before 7th July 2022, failing which this offer shall stand cancelled & withdrawn on expiry of the stipulated period.

This issues with the approval of Competent Authority.

29/06/2022
(शैबाल बोस/Saibal Bose)

नियंत्रक (प्रशासन)/CoA, NCSM Hqrs.

Encls.: As stated

Shri K Unnikrishnan
Controller of Stores & Purchase, CRTL (Retd.),
Gokulam, Muthukuda Road,
P.O.- Kuppam, Taliparamba
Dist : Kannur
Kerala - 670502

Copy to:-

1. Directors of all NCSM units
2. PPS to DG, NCSM
3. Sr. CoFA, NCSM
4. SE, NCSM Hqrs.
5. CoA, NCSM Hqrs.
6. PRO & Hindi cell, NCSM Hqrs.
7. Bill Section, NCSM
8. Office copy

NON-DISCLOSURE UNDERTAKING

To,

The Director General
National Council of Science Museums
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.....