

No. 6-16/2014-15/NMNH/Admn  
Government of India  
National Museum of Natural History  
(Ministry of Environment, Forest and Climate Change)

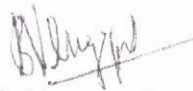
Tansen Marg,  
New Delhi - 110003  
Dated: 6<sup>th</sup> April, 2016

Office Order

In supersession of all previous orders, the following allocation of work amongst officers in the NMNH New Delhi is ordered with immediate effect and until further orders:

Sl. No.	Name and Designation	Unit	Works / Responsibilities	Link Officer
1	Smt. Naaz Rizvi, Scientist E	General	Head of Office, CPIO, Complaints Committee on Sexual harassment of Women at Works place, Vigilance Officer	Smt. Anupriya Singh, OSD (PR) (except duties of HO)
		Out-reach	National Level Programmes (NLP)	Shri B.S. Yogendra, Scientist B
		Others	Projects on NMNH HQ and RMNH Gangtok	
2	Smt. Anupriya Singh, OSD (PR)	PR	PR, Reception	Dr. C.R. Magesh, Scientist B
		Others	Hindi works, Caretaking / Security, Swatch Bharath Abhiyan, Housekeeping, Grievances	Shri B.S. Yogendra, Scientist B
3	Shri B.S. Yogendra,	General	Maintenance (except Galleries / Exhibits)	Smt. Anupriya Singh, OSD (PR)
		Information	Library, Publications, E-Newsletter, E-Publications, Website, Virtual Museum, Monthly Reports	Shri M. Vijay, Scientist B
4	Shri M. Vijay, Scientist B	Exhibition	AV, Art, Carpentry, Electrical, Modeling / Fabrication, Laboratory, Photography, Maintenance of Galleries / Exhibits, Exhibit of the Month	Shri B.S. Yogendra, Scientist B
		Research	Taxidermy, Reserve Collection, Lab, Documentation, Research, Digitization, Museum Studies on Natural History	
5	Dr. C.R. Magesh, Scientist B	Visitor Services	Education, Out-reach, Social inclusion, Gallery Interpretation, Programmes for Schools, MEANS	Shri B.S. Yogendra, Scientist B
6	Shri Sagar Singh, FAO	Finance	Finance, Budget, Accounts, Matters related to Audit (Internal & CAG)	Shri V. K. Garg, AO
		General	DDO	
5	Shri V. K. Garg, AO	Administration	Admn., Office, Store, Vehicles, Canteen, Purchase	Shri Sagar Singh, F&AO
		RMNH Coordination	Communication with RMNH including Capital works	

2. All Scientists B, OSD (PR), F&AO & AO will report to Smt. Naaz Rizvi, Scientist E & Head of Office. Dr. C.R. Magesh, Scientist B will have weekly-off on Mondays and Tuesdays.

  
(Dr. B. Venugopal)  
Director

Distribution:

1. All officers concerned
2. Notice Boards
3. Guard File