

ई.एस.एस.ओ –राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र

पृथ्वी विज्ञान मंत्रालय, भारत सरकार

ESSO - NATIONAL CENTRE FOR EARTH SCIENCE STUDIES

Ministry of Earth Sciences, Govt. of India

No. NCESS/P&GA/1236/2018

Dt: 02.07.2018

**OFFICE ORDER**

Sub: Implementation of Intranet in NCESS – Regarding:

A software for NCESS intranet has been developed by the IT Wing of NCESS which will allow users to share diverse information like list of R&D projects being implemented in the institute, staff involved in each program, research publications, conferences organized and attended, awards, tour details, attendance, leave, office orders, constitution of various internal Committees, minutes of Committees and so on over a common platform. This is an interactive intranet service with differential access controls through user name and password. The backend of the interface will be working on DBMS and daily updation will be carried out by designated employees on various aspects. Retrieval and display of desired data is possible using query-based interaction with the software.

The following arrangement has been made to ensure successful implementation and real time updation of information for the Intranet. The Deputy Group Heads (DGH) will be responsible for providing information pertaining to their respective Research Groups particularly for forwarding research updates, leave of contract staff and tour details, in consultation with their Group Heads, through the Secretarial Assistants. GHs are requested to identify another Assistant in the Group as a backup, once the intranet becomes fully operational.

**NCESS INTRANET DATABASE UPDATION**

**Design, Development & Maintenance:** Mr. Salaj SS, Scientific Asst Gr.B, PT&D

Mrs. Vandana G, Senior Programmer, PT&D

**(1) Staff Details : Ms. Anju. K.S, Junior Executive, P &GA (In-charge)**

Ms. Divya. P.S, MTS, P&GA

**(2) Staff Attendance**

**(a) Leaves : Ms. Anju. K.S, Junior Executive, P &GA (In-charge)**

**(i) Permanent Employees** Mr. Ashok R S, Junior Programmer, IT Wing

Ms. Jeethu, eOffice Support, IT Wing

Ms. Jasmin R, Project Assistant, P&GA

**(ii) Project Staff : Corresponding Research Group Office Assistants**

(Ms. Arya Anand A., Ms. Sujila S.S,

Ms. Sreedevi C.S., Ms. Sreejambika B.S)

Administration

:Ms. Akhila, Front Office

Ms. Jasmin R, Project Assistant, P&GA

**(b) Punching Details (2 times a day + previous day updation FN- 10 AM; AN- 4PM):**

Ms. Anju K S, Junior Executive, P &GA

- Ms. Akhila Anand, Front Office  
Mr. Ashok R S, Junior Programmer, IT Wing
- (c) **Tour** : **Ms. Lavanya G., DM, F&A**  
Ms. Chandrika R, Project Assistant, F&A  
Ms. Jasmin A, Project Assistant, F&A
- (d) **Gate / Attendance Register (2times a day FN- 11AM & AN- 3PM)** :  
**Ms. Akhila Anand, Front Office, P&GA (In-charge)**  
Ms. Rajasree V S, Hindi Translator, P&GA  
Ms. Akhila S. Mohan, Hindi Typist, P&GA  
Mr. Gayathri Mohan, Project Assistant, Library  
Ms. Haritha HS, Project Assistant, Library
- (3) Documents**  
OM/Circular, Notice Board, News & Event Mrs. **Smitha Vijayan, Executive, P&GA (In-charge)**  
Agenda & Minutes of meetings Ms. Sandhya V.G., Project Assistant, P&GA  
  
Ms. Reeja Raj S.R. , Project Assistant, DTC  
Ms. Jasmin R, Project Assistant, P&GA  
Court Orders, etc Mr. Ashok, Junior Programmer, DTC  
Ms. Sruthi Mohan, Coordinator on duty  
Research Group Office Assistants  
(Ms. Arya Anand A., Ms. Sujila S.S,  
Ms. Sreedevi C.S., Ms.Sreejambika B.S)
- (4) RTI Information** : **Mr. Madhu Madhavan, Central Public Officer, NCESS (In-charge)**  
Ms. Rasi P.C, Central Assistant Public Officer, NCESS
- (5) Research Publications:** **Ms. Reshma K, Scientific Assistant Gr. B, Library (In- charge)**  
Ms. Gayathri Mohan, Project Assistant, Library  
Ms. Haritha HS, Project Assistant, Library  
Research Group Office Assistants  
(Ms. Arya Anand A., Ms. Sujila S.S, Ms. Sreedevi C.S.,  
Ms. Sreejambika B.S)
- (6) Earth Science Forum: Chairman & Convener of ESF**  
(Vide Orders of the Director dated.22.06.2018)

**Chief Manager (i/c)**

To

The GHs/DGHs/Administration Heads/DTC/Library and Notice Board