

## **OTHER ACTIVITIES**

Activities of the Administrative and Establishment Unit

## ADMINISTRATIVE AND ESTABLISHMENT UNIT

The administrative and establishment units under addressed issues relating to management, establishment, service associations and welfare, service matters, personal entitlements and claims of the employees and purchase. The members of the units are Shri Kumarjib Chakraborty, WBCS (Executive), Administrative Officer, Shri Dilip De, Office Superintendent, Shri Dipak Roy, Junior Clerk, Shri Priyabrata Bhattacharya, Storekeeper, Shri Nitai Patla, Duftry, Shri Anjan Barik, Group-D Assistant, Shri S. Saha, Consultant and Shri Somnath Ghosh, Caretaker.

### A. The work addressed by the units includes

1. Recruitment/ promotion to the vacant posts.
2. Interaction with the NID on matters relating to preparation of Master Plan for the modernization of galleries and stores.
3. Facilitating the work of structural repairs and chemical cleaning of the marble and the sandstone of the Memorial building by ASI.
4. Facilitating the work of repair/renovation of the other structures in the Memorial by CPWD.
5. Providing infrastructure support for seminars, lectures, workshops, educational programmes, exhibitions and outreach activities.
6. Repair of the statue of the Angel of Victory on top of the central dome.
7. Maintenance of the garden and visitor facilities.
8. Organizing Board/ Executive and Finance Committee meetings
9. Co-ordinating the visit of eminent personalities and visitors.

### B. Official Language

To encourage the use of Hindi in the office of the Memorial, the following programmes under the Supervision of Shri Benoy Singh, Hindi Translator were undertaken:

1. Observance of Hindi Saptah from 14<sup>th</sup> to 21<sup>st</sup> September 2006. Debate and written competitions in Hindi were held. 20 members of staff were given prizes for their performance in the competition.
2. Hindi workshop under the guidance of Shri G. D. Keswani, former Deputy Director of Rajbhasa, Govt. of India on 18.12.2006 and 06.03.2007. 24 members of staff / members took part in the workshop on upgrading the noting and drafting skills in Hindi.

3. Shri Subir De, Laboratory Assistant, Conservation Unit, attended the Hindi training programme under the Hindi teaching scheme of the Official Language Department. Shri Dey passed the 'Pragya' examination in November 2006.
4. A team visited the book fair at Kolkata in January 2007 and purchased books relevant to its areas of interest.



*Observation of Hindi Saptah*

### C. Training programmes attended in New Delhi during 2006-07

Name of the programme and duration	Participant/s
1. Managing office for performance upgradation	Shri Dilip De
2. Human Resources Management	Shri Kumarjib Chakraborty
3. Managing Office Effectiveness	Shri Amal Sharma and Shri Dilip De
4. Workshop on Disaster Management	Professor C. Panda, Shri R. P. Savita and Shri G. Nabi

#### D. Legal Matters

The Administrative Officer (Shri Karanjib Chakraborty) with the able assistance of Shri Pradip Ghosh dealt with several suits pending in the Courts of law. Of the suits pending in the courts of law the most important were the public interest litigation, being writ petition no. 7987 of 2002 (Howrah Ganatantrik Nagarik Samity Vs The Union of India and others) and the petition filed by Shri Satya Chakraborty, proprietor, Moon Restaurant against the Secretary & Curator, the Estate Officer and Administrative Officer, the Accounts Officer and Shri Pradip Ghosh in the Court of the Ld. Chief Metropolitan Magistrate, Calcutta. The suits were successfully contested.

#### E. Garden of Victoria Memorial

With assistance from Shri Somnath Ghosh, Caretaker, Victoria Memorial, Shri Ramdeo Rai, Head *Mali* and a very dedicated group of Malis and casual workers, the extensive and manicured lawns of the Memorial covering an area of approximately 37 acres and having about 1700 trees of different varieties were looked after and made more attractive. The lawns of the Memorial by themselves attract a large number of tourists. Over a million visitors have visited and patronized the lawns. The maintenance and the development of the lawns have been greatly appreciated by distinguished visitors from India and abroad.

List of trees planted in the Garden in 2006-2007

TREE	POPULAR NAME	NO.
<i>Cassia fistula</i>	Sonda	4
<i>Casuarinas equisetifolia forst</i>	(Belati Jhau)	2
<i>Mangifera indica</i>	Mango	15
<i>Roystonea regia</i>	Bottle Palm	20
<i>Saraca indica L</i>	Ashoka	10
<i>Swietenia macrophylla king</i>	Boro Mohagany	06
<i>Swietenia mahogini</i>	Mahogini	15
<i>Syzygium cumini L skeels</i>	Jam	06
<i>Tectona grandis L.F.</i>	Segun	04
<i>Cocos mucifera L</i>	Navkel	02
<i>Michelia champaca</i>	Champa	04
<i>Mahua sp.</i>		16
<i>Barintonia racemosa</i>		10
<i>Jemipaous excelsa</i>		381

#### F. Electrical Unit

- Maintained 6.6KVA electric substation, along with L. T. and H.T. switchgears, two transformers of 200KVA and 400 KVA respectively.
- Operated seven 7.5 tone air-conditioners at Calcutta Gallery.
- Attended illumination in the gardens.
- Provided electrical infrastructural support during exhibitions, Lectures and Seminars.
- Attended emergencies.
- Maintained regular water supply to the Office building, Duty quarters, Canteen, Garden and Ponds. The members of the unit are Shri R.P. Gautam, Electrician, Shri Pradip Das, Shri Kishore Rai, Group-D assistants and Shri Balaram Ghosh, Liftman.