

Shri Aman Kumar Sharma

Mr. Aman Kumar Sharma joined National Centre for Polar and Ocean Research (NCPOR) (erstwhile NCAOR) on August 26th, 2009 as Jr. Executive (Public Relations) and was promoted as Executive (Public Relations) w.e.f. 01st July 2015 and is working in Administration Division entrusted to him with sheer passion and dedication. Being a commerce graduate he is passionate about working in Administration related matters. His work profile includes: Organising ceremony for national days i.e. Republic Day, Independence Day, Swachh Bharat Abhiyan/ Mission/ Swachhta Hi Sewa related programs/ activities at NCPOR, Press Release, Advertisements and Publications related works, Organising various functions related to Vigilance Awareness, Oath taking ceremony etc. at NCPOR, Processing cases for issuing Foreign Deputation Orders, Member of Standard Tender Opening Committee (STOC), Preparing and issuing (NOCs) for passport to NCPOR officials, Processing of newspaper reimbursement claims, booking of seminar/conference room etc., processing office telephone bills for payment, housekeeping related works at NCPOR, Various administration/ establishment works i.e. annual increment, personal claims of scientists/ officials etc. at NCPOR etc. Mr. Aman Kumar Sharma is well versed with the rules and regulation with respect of Administration Division and he has been consistently winning various prizes in Hindi competitions every year since 2009-2010 organised by different Govt. offices at Goa.