



### Shri Awadhesh Prasad



Shri Awadhesh Prasad is presently working as SA in IMD. He is actively associated with works related to release of Grant-in-Aid to 130 AMUs under Gramin Krishi Mausam Seva (GKMS) Projects. Shri Prasad, efficiently handles all the proposals for timely release of the grants by verifying the statutory requirements and obtaining approvals of the Competent Authorities. He also participates in Annual Review Meeting of GKMS and training to Nodal Officers of AMUs for preparation of Utilization Certificates & Statement of Expenditure and Budget requirement.

### Shri R.D. Nair



Shri R.D. Nair is at present working at IITM Pune. He assumed the charge at the Director's Office in March 2015, and carried out the following work which involves management of administrative activities at the Director's office: (i) Notes and dictations for the Director's office, (ii) Letter drafting and correspondence with various Ministry/Institutions, (iii) Record Keeping and maintenance at the Director's office, (iv) Handling of utility bills for the Director for reimbursements, (v) Arrangements of Director's proposed tours/deputation programs.

### Smt. Poonam Chauhan



Smt. Poonam Chauhan is presently working in NCS. She is actively associated with checking the State of Health of servers of Real Time Seismic Monitoring Network & associated field stations and takes appropriate necessary action in case of problem with reception of data. She is also involved in the following work: (i) Retrieval of continuous one hour SEED files from archive of RTSMN server to external disk and to retrieve the missing data files during normal transmission, (ii) Retrieval and storage of event waveform data of North East telemetry Network and RTSMN Network for the analysis of events for preparation of seismological bulletin, (iii) Making duplicate copies of the above data for redundancy of data, (iv) supply of event waveform data of various network to different organizations and Scientists/RA/Project Scientist of NCS, (v) processing & timely payments of bills of various mobiles used for dissemination of earthquake information through SMS. She has improved the quality and efficiency of job by introducing her skills of programming in retrieval and storage of seismic data. She is also