

Group "C"**Shri Anjani Kumar Verma**

Shri Anjani Kumar Verma is working as UDC in the Ministry and he very efficiently handles all the court cases of the Ministry, Subordinate and Attached Offices of the Ministry. He also handles the administrative matter of India Meteorological Department. He is an efficient and accurate worker and his commitment to the work assigned to him ensure total accuracy. He is very methodical and proficient in handling all his assignments in a very efficient and professional manner. He possesses a sharp intelligence and with his keenness and sense of commitment to work. He is very trustworthy and always ready to shoulder extra responsibilities.

Shri Parsuram Paswan

Shri Parasuram Paswan is working as UDC in the Ministry and he handles matter related to ESTC projects for release of funds. He maintains all the correspondences and files related to ESTC projects in a very systematic manner. He also keeps the records of Utilization Certificates pertaining to ESTC Projects and settle the same in co-ordination with Pay & Accounts Office. He is very efficient, hardworking and always ready to take additional responsibilities.

Shri Mehtab Singh

Shri Mehtab Singh is working as Dispatch Rider in the Ministry. He deliver the letters and files to the other Ministries/Departments located in Delhi & NCR in a time bound manner. He also carries various confidential letters/files to other Ministry cautiously and he ensures that such letters are delivered to concerned recipients only. In addition to carrying out duties of Dispatch Rider, he has been instrumental on various occasions in performing the activities of the Ministry. He also handled various other official work as assigned to him from time to time.

Smt. Yashaswini Kamesh Bhonde

Smt. Yashaswini Kamesh Bhonde joined the Indian Institute of Tropical Meteorology, Pune on 17-3-1975 as Lower Division Clerk and presently working as Senior Executive. She is working in Establishment for the last 39 years. Presently she is supervising the work which includes Recruitment, promotion, probation, confirmation, various reports, Rosters for SC/ST/OBC, Staff Position, Vacancy Position, dispatch and inward

of letters, confidential reports, leave cases, pension cases, arrangement of various committees etc.

She actively takes part in Vigilance Awareness week and Foundation Day Programs. While working her motto is proper Distribution of work, proper planning of work and quick disposal of papers. She is ever willing to sort out any difficulty encountered by her colleagues. Her utmost dedication ensures the smooth functioning of the Establishment of I.I.T.M. Based on the excellent service rendered by her, she has been facilitated by Best Employee Award of IITM in Administrative Category in 2006.

Ms. Kaveri Kumbar

Ms. Kaveri Kumbar obtained her M.A. (Economics) from Goa University in 2003 and a Masters Degree in Library and Information Science from Yashwantrao Chavan Maharashtra Open University, Nashik in 2007. In 2011, she joined NCAOR as an Executive (Library). As the sole officer responsible for the day-to-day functioning of the Library, Ms. Kumbar has been on the forefront of managing the state-of-the-art library at NCAOR. She

has also been responsible for automation of the library including updating of the E-Resources on the Centre's Library webpage and maintaining a digital repository of all NCAOR publications to date. Recently she was also greatly appreciated by the Rajbhasha Committee for her outstanding performance in promoting the official language in her day-today work.

Smt. G. Hemavathi

Smt. G. Hemavathi joined National Institute of Ocean Technology (NIOT), in 1997 and she worked in various departments of NIOT viz. Ocean Observatory System, Finance and Accounts. As a founder member of Ocean Observatory System, she has helped in systemized documentation containing operation and management of the deployment, maintenance and retrieval of the data buoys. She has given significant contribution in

conducting workshops like ARMEX, and organising meetings such as Steering Committee etc. Her substantial assistance in preparation of the documents pertaining to Tsunami Project is highly remarkable.

Finance & Accounts : She has contributed for systemization in handling of all the important payments like LC management, wire transfer payments and bill processing of several Groups. She has also contributed for the automation of EMD management, Bank Guarantee Management. This initiation has resulted in ensuring appropriate follow up action, accurate information, automatic reminder as well as transparency in the process. She is identified as the support point from F&A side for the pilot project of Integrated Office Automation System being done in NIOT for total integrated automation.

Ms. T. Latha

Ms. T. Latha has been working as Executive in Stores & Purchase Section in National Institute of Ocean Technology, Chennai since 2000. She is assisting in Foreign Exchange related transaction like letter of credit (notify exporters of issuance of letters of credit covering shipment of merchandise, review of letter of credit documents to determine compliance with international standards, verify terms of credit, such as amount,

insurance coverage, shipping conditions to determine compliance with established standards and effecting payment), wire transfer. She also assisted in obtaining NABL and ISO accreditation. She assists on tender related work for many NIOT projects. She is actively involved in implementation of e-tendering. She has good exposure in Microsoft Office applications especially Excel. She has the ability to understand and follow oral and written policies, procedures and instructions.

Shri Eldhose K



Shri Eldhose K, Technician-Grade-B has been working in NCESS since 20/08/2007. He is a skilled technician dedicated to the smooth operation and maintenance of the thin section preparation laboratory at NCESS. This lab, comprising of all the required equipments for petrographic thin section preparation and rock sample powdering for geochemical analysis, receives a large number of requests for sample processing from both inside and outside NCESS. Mr. Eldhose is responsible for the upkeep, maintenance of instruments and delivering the requests on time. He also imparts training in thin section preparation and powdering methods to students from outside NCESS. In addition, he takes active role in field programs of the National Disaster Management Authority (NDMA) project on "Studies on soil piping in the Highland and foot hills of Kerala to avoid the disaster" that aim to prepare a data base on soil piping affected localities in the state of Kerala. As an ITI certificate holder in Electronics and Instrumentation, Mr. Eldhose is well suited to take up technical jobs. He is methodical in approach and is good in executing as per procedure. In addition to his assigned tasks he is pursuing a Diploma course in Electronics and well versed with MS Office software and basic GIS. Mr. Eldhose also a member of NCESS Building Committee, and Secretary of NCESS-Co-Operative society and active member of NCESS recreation club. He is also a good drama artist and organizer of various sports and arts activities in NCESS.

Shri Tapan Kumar Malo



Shri Tapan Kumar Malo joined Sagar Sampada Cell, as Fishing Hand, in July 1993. He has put in more than 20 years of service by now and participated in more than 175 cruises on-board FORV Sagar Sampada. He has been the linchpin of fishing operations onboard Sagar Sampada. He has also been part of the Scientific/Technical complement which went for the pilot Southern Ocean Krill Expedition conducted by CMLRE. He has been taking active part in all dry-dock work of FORV Sagar Sampada. He has also been co-ordinating scientific sampling and assisting on operations of scientific equipments as per the requirements of the scientists onboard. He also maintains library & stores on-board the Sagar Sampada, very efficiently.

Shri Lalit Kumar

Shri Lalit Kumar is working as UDC in General Section of India Meteorological Department. He is looking after the work of official bills like Electricity, Water, MTNL Telephone, Airtel Telephones, Vehicle fuel bills, Residential telephone reimbursement bills, Routine General Admin work. Maintenance & Management of Official vehicles, correspondence with NDMC, CPWD (Electric), CPWD (Civil), and IMD outstation offices.

Computerization of items of work related to the approvals, sanctions, payments, orders & memorandums, etc.

He has done outstanding work to optimize the electricity & water bills. He took the keen interest for optimizing the electricity & water bills and saved huge amount due to his sincere efforts. He is extremely sincere and performs his duty with devotion. His service has been of the highest order.

Multi Tasking Staff**Smt. Kunjuma**

Smt. Kunjuma is working as Multi Tasking Staff (MTS) in the Ministry. Smt. Kunjuma though not having formal education in Hindi has shown remarkable ability to learn and adapt to the official language and has won many prizes. Her attitude to learn and deliver has contributed effectively in her day-to-day functioning and has helped her discharging her official duties. She has good knowledge of her official duties and

discharges them efficiently. She is responsible and is able to handle unforeseen situation tactfully.

Shri Ramesh Kumar

Shri Ramesh Kumar is working as Multi Tasking Staff (MTS) in the Ministry. He is very hard working, very efficient, very polite and willing to take responsibilities. He is handling all the work related to distribution of dak/files, operation of photocopier, fax. Serving tea and snacks for visitors and also attends to any other work assigned to him. He performs given task promptly and efficiently. He is well-versed with his sphere of

work. He is willing and hard worker who gets along with fellow employees well.