

## Smt. Jaya R.



**Smt. Jaya.R.**, joined erstwhile CESS in the year 2000. She has been working in the Personnel and General Administration section (P&GA) section till 2018. She was promoted as Assistant Manager in 2011 and was the officer in charge of the P&GA from 2011 onwards and has contributed to the personnel as well as administrative functions of the institute including Pay revisions, Recruitments, Promotions, Deputation abroad, Leave, LTC, Allowances, RTI matters, Audit etc. Actively contributed in implementing e-office in the year 2016. Having limited manpower in the P&GA section, her sincere and hardworking nature resulted in completion of the activities in time. She was promoted as Deputy Manager in 2015. From January 2018 she was assigned the charge of Estate administration and Maintenance section (EA&M) which includes all Civil works, Electrical works, Water supply and drainage, Telephone connection, Maintenance of vehicles, Budget, Audit, RTI etc. In addition, she is also carrying out works of Tender process, executing agreement and recommending monthly payments for the Hiring vehicles, Security services, Canteen and Housekeeping contracts are also executed under her supervision. She is handling Court Matters. All communications with the advocate, preparation of comments on court matters are done by her. She is given the additional charge of Personnel and General Administration section from February 2019 onwards. She is presently co-ordinating the functions of P&GA section as well as EA&M section in a proactive manner.

## Sh. Bala Laxman Mhadgur



**Sh. Bala Laxman Mhadgut** is working in Vessel Operations and Management (VOM) division of NCPOR. The major part of his duty is the management of Research Vessel owned by Ministry of Earth Sciences i.e ORV Sagar kanya. This includes arranging pre-cruise meetings, keeping track of the status of all the scientific and shipside equipment, following up with the maintenance work etc. to ensure proper utility of the vessel. Sh. Bala Mhadgut has participated in many scientific cruises onboard Research Vessel Sagar Kanya. This experience made him lead the cruise as Chief Scientist for cruise no. SK 359 in which he completed the assigned tasks successfully. He has been involved in cruises for EEZ surveys, Data Buoy operations etc. Sh. Bala Mhadgut has also contributed significantly in organizing World Ocean Day celebrations on 08th June 2018 by organizing visit of researchers and students from different schools in Goa onboard Research Ship Ronald H. Brown at Mormugao harbour. He is also involved in projects other than ORV Sagar Kanya (i.e. Acquisition of Polar Research Vessel and New Ocean Research Vessels) which are currently being handled by NCPOR. He assists in preparations of various reports pertaining to the VOM division at NCPOR. Apart from Vessel Management, Sh. Bala Mhadgut is also pursuing his PhD degree on the topic of Marine Bioactive Molecules. Sh. Bala Mhadgut is hardworking and always ready to shoulder additional responsibilities.