

**Ms. K.R.Jayasree**

Ms. K.R.Jayasree has joined as LDC in the office of Staff Selection Commission in the year 1990. Thereafter, she has joined in the office of Centre for Marine Living Resources and Ecology during the year 1993. During the period of engagement she has assisted in work relating to payment of service bills of Security personnel, Outsourcing personnel, by sending performance report, typing of sanction order, bill entry and bill passing in PFMS, submission of hard copy of bills, follow up for extension of contract period on completion of term. Also assisted in settlement of grant-in-aid project “Polyhydroxy butyrate from marine micro organisms” of CUSAT, settlement of TA/DA bill and LTC bill of Scientists, shifting of office accommodation for inviting quotation from DAVP and making payment and payment of Project Staff, Scientific consultant, admin consultant, WOS-A Scientist DST. Her work is of top quality. Her experience and dedication contributes of substantially to the successful and timely payment of project staff, service bill of security staff, outsourcing personnel and completion of other office work allotted to her in time. She is a responsible official for the duties allotted to her. She is honest and cooperative with superiors and subordinates. She adjusts well with the scientific personnel and project staff of CMLRE. She does work with care and sincerity.