

Shri Gyanbir Singh

Shri Gyanbir Singh is working as Multi Tasking Staff (MTS) in the Ministry. He is attached with two officers of the Ministry. He is handling all the work related to distribution of dak/files, operation of photocopier, fax and also attends to any other work assigned to him. He also maintains Diary/ File Movement Registers in the absence of Private Secretaries. He is very effective in handling normal and unforeseen situation. He is willing

to take additional responsibilities.

Smt. D. J. Titkare

Smt. D.J. Titkare is working in Library, Information and Publication (LIP) Division of the Indian Institute of Tropical Meteorology (IITM), Pune. Her routine work includes movement of dak/files, supervision and maintenance of cleanliness of the Library, and assistance in shelving, arrangement and movement of books. Her valuable contribution as an assistant in physical verification of books and other resources in the library is

appreciable. She enthusiastically comes forward to contribute in any possible capacity while organizing open days and other events. She is prompt in offering her services in hospitality for library visitors/guests and in distribution of IITM publications/publicity material. She is extremely sincere and performs her duties with utmost devotion. Her dedication and sincerity are an exemplary to the officials in her category.

Shri Tolu D. Velip

Shri Tolu D. Velip joined the erstwhile Antarctic Study Centre (presently the National Centre for Antarctic and Ocean Research, NCAOR) in 1997 as a helper and has been working at NCAOR since then, in various Sections. He is quite adept at organising the movement of letters and files between Sections, and in handling many of the semi-skilled activities related to the management of the Stores. His sincerity and hard work have been playing a

major role in the timely procurement of the essential cargo for the Indian Antarctic Expeditions.

Shri L. Arokia Prabhu

Shri. L. Arokia Prabhu is working in National Institute of Ocean Technology as Multi Tasking Staff since June 2003. He possesses graduation in Commerce, Diploma in Mechanical Engineering and also Certificate course on Ocean Technology. In addition to this, he possesses courses in Diploma in Computer Application, Desk Top Publishing, Business English Certificate ESOL (conducted by University of Cambridge), AutoCAD 2D &3D design & drafting, Safety of Life at Sea, First Aid & Fire Fighting.

He has been actively involved in Mechanical assembly, erection & commissioning works for various projects. He has executed Mechanical oriented works in experimental studies in Chennai & Offshore Sea trails at off-Dabhol for Demonstration of Suction Pile deployment, Designed and fabricated Adaptor for underwater Pressure Transducer to avoid cable damage for Wave Structure Interaction studies, Drafting Technical drawings using AutoCAD, General fabrication, inspection, testing (hydro test, load test) & purchase of mechanical materials for the project, Work experience in HDPE pipe fusion welding up to diameter of 1 metre, Represented as one of the NIOT exhibitor at MoES /NIOT stall in Water-Ex2013 ChemTech at Chennai Trade Centre, Hydraulic mobile Crane & Forklift operation with valid driving license & general logistics. He has proficiency in MS Office & performs general Secretarial function as and when required in Ocean Structures & Island LTTD group.

Shri Saseendran Nair

Sri. Saseendran Nair is working in National Centre for Earth Science Studies (NCESS) and is attached to the Campus development wing of the Institute. He joined the Institute way back in June 1991 and has ever since displayed higher level of sincerity and devotion to duty. It is to his sole credit that the garden is meticulously maintained in the sprawling Campus of NCESS. His hall mark has been productive use of time in discharging his

duties. He conducts himself in a disciplined manner, and provides necessary support for the various meetings and function held at the Institute. His work and contributions are well appreciated in the institute.

Shri P. V. Sasi

Shri P.V. Sasi joined Sagar Sampada Cell, erstwhile department of Ocean Development in 1997 as Multi Task Staff. He has been assisting the office of the Director, Science Division, and Administration Wing in all office works. He has discharged his duties like photocopying, delivering of files / letters etc very efficiently. He has coordinated in the successful organizing of various scientific workshop / exhibition. He has been actively

involved in the maintenance of referral center and other scientific labs in CMLRE. He is sincere in all work whatsoever, assigned to him and delivered to the satisfaction of senior officers.

Shri Vinod Kumar

Shri Vinod Kumar is working as MTS in India Meteorological Department. He is presently posted as Car Driver. He is responsible for picking and dropping senior officers to attend high level official meetings at various Ministries, Departments, organizations etc. and also handles delivery of important and confidential inter-ministerial/ departmental dak. His punctuality and promptness has ensured that the officers are able to

execute their jobs efficiently. He is highly committed and hard working person. He showed his utmost devotion in performing his duties even beyond normal office hours during the various Seminars, Conference etc. organized by IMD. He completes any work assigned to him with full dedications and efficiently.