



### **Shri Madan Singh**



Shri Madan Singh's works in NCS, New Delhi. He manages the work relating to file movement and undertakes other multi tasking duties. He is always willing to take additional responsibility.

### **Shri P. Jayaprakash**



Shri P. Jayaprakash is presently working in NIOT. His duties include assistance to the technicians and scientist for laboratory testing of soil samples, soil sample collection from Kadalur Periyakuppam site and local purchase of various project related item. He is very sincere in carrying out the assigned work and very good in timely completion of jobs assigned.

### **Shri Y. Srinivas Rao**



Shri Y. Srinivas Rao is working as Multi Tasking Staff in Procurement section of National Centre for Antarctic and Ocean Research. He manages dispatch section in very efficient manner. He is handling all the work related to distribution of Dak/Files, operation of photo copier, fax. He also assists in Procurement works such as Indents registration, preparation of Minutes of the Meetings, Uploading the tenders on Central Public Procurement Portal, maintenance of various registers and records. He is very sincere, meticulous, performs his duties with full dedication and always ready to shoulder additional responsibilities.