



### **Shri Mohammad Sayeed**



Shri Mohammad Sayeed is working in the Administration Section of NCAOR and is involved in all the administrative works viz. Personnel recruitment, contractual staff outsourcing, Guest house, Gymnasium and Housekeeping management. He also coordinates with the MEA in timely clearance of official passports/VISA etc. for the officials going on foreign deputation. His sincerity and commitment to work is really commendable.

### **Shri Dasari Prasad**



Shri D Prasad has completed M A (Economics) and joined as Sr. Executive in INCOIS in 2006. He is instrumental in implementation of SAP Modules in INCOIS, more particularly, Material Management Module benchmarking as per the relevant rules provisions of GFR. He has also taken active part in implementation e-procurement Module (Central Public Procurement Portal) by interacting continuously with NIC, Hyderabad. Currently, Shri Prasad is working as Assistant Manager in Finance and Accounts and taking care of SAP FICO module and Payroll Module in INCOIS. He has contributed significantly in preparation and timely submission of Annual Financial Statements as per the Accounting standards applicable to the Central Autonomous Organizations in SAP environment. He is meticulous in his work and is also an avid learner.