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submission of returns of duty exemptions, renewal of customs duty exemption, verification of order acknowledgment and submission for opening of Letter of Credit (LC), processing of Customs Clearance in imports, transportation documents, GST Exemption Certificate etc.

### **Sh. Vinod Kumar**



**Sh. Vinod Kumar** is actively attached with GA unit of National Centre for Seismology (NCS) since about one and half years. He has been involved in scrutinizing of bills, preparing file noting for the approval from competent authority as well as PFMS to release payments for various bills like TA, Hospitality, Telephone, Newspaper and Brief Case. He is also responsible for LTC Advance/Adjustment, and Settlement of TA /DA Bills etc. Sh. Vinod is also looking after work related to administration as per direction from higher officials of this unit.

He is dedicated and sincere work is most valuable for the smooth running of GA unit Bill section at newlysetup NCS. He is very much Knowledgeable and successfully handled the matter related to administration. His good communication and drafting skills helped to resolve various problems. He is also Bridge player of National Level. Sh. Vinod Kumar is always willing to take additional responsibility and dedicated to his duties and his experience of handling tasks mentioned above is commendable.

### **Ms. Pallavi R. Naik**



**Ms. Pallavi R. Naik** joined NCAOR as Jr. Executive (Admin) on 27th August, 2009 and since then various assignments of the Administration Section was undertaken and all assistance during disposal of the day to day work to the Administrative Officer was provided. The work profile/task undertaken included Personnel & Service Matters and HR, Welfare & Administrative related matters.

On promotion to Executive (Admin) since 01st July 2015, she has been serving in the Director's Office -NCAOR as a Personal Assistant to Director, where her responsibilities include handling communications (emails, telephone, correspondences), documentation and record keeping of important decisions, co-ordinating Foreign and Domestic Travel itineraries for all NCAOR Employees, hospitality arrangements for the visitors, servicing meetings including compilation and preparation of reports of Governing Council & Finance Committee.

In these positions, she is able to demonstrate the ability to resolve a variety of issues and complaints (such as billing disputes, ticketing delays/emergent reservations, re-scheduling & cancellations, service interruptions/cut offs, repair technician delays/no-shows, equipment malfunctions etc.)

Since her appointment at NCAOR she has timely accomplished the planned/allotted work, incorporated the use of Hindi in the daily execution of work, optimally utilised the available infrastructure, developed cordial work culture with all the levels in the organisations. Moreover, she is able to congregate an excellent experience and exposure to the fields of Human Resource Management, Performance Management, Recruitment & Selection, Welfare Measures and she is currently gathering more expertise in looking after the official task with proactive, interpersonal and team management skills.

### **Smt. G.V. Ahalya**



**Smt. G. V. Ahalya** joined NIOT in the year 1999 and was working in the Establishment section and presently is Executive (Stores) in Stores & Purchase Section from July 2015. She has 3 years of experience in Stores activities viz. receipt of materials, preparation of Stores Receipt & Inward Voucher (SRIV), Stock Register maintenance, coordination to Physical Stock Verification Process, disposal process of items etc.

In Stores & Purchase section, she takes care of inward materials receipt, preparation of SRIV, Asset Register maintenance, assisting Physical Stock Verification (PSV) process, finalization of PSV Committee report, disposal process of items, old files management, in-charge of consumable stock (stationery items), procurement process of stationery items, office automation in respect of stores activities, assisting audit party in respect of stores activity etc.

### **Multi-Tasking Staff**

#### **Shri. Sudhir Kumar**



**Sh. Sudhir Kumar**, MTS is presently posted in Establishment Section of Ministry of Earth Sciences. He is very diligent and intelligent person and shows interest in learning work. He is very hard working and performs his duties very well. When required he volunteers to work beyond office hours. He is very obedient and polite. He puts extra effort to finish job given to him with his own creativity and intellect with the superior consent. He assists his officers in all possible ways to ease their work. He is an asset to the organization.

#### **Sh. M. Sanal Kumar**



**Sh. M. Sanal Kumar** joined India Meteorological Department (IMD) on 16<sup>th</sup> February 1987, as Counter Clerk in Office Canteen of Meteorological Centre, Thiruvananthpuram. In 1990, he joined as MTS designated as Observatory Attendant (OA). During his entire service of 31 years, he served in Minicoy (Lakshadweep Islands) for six years, in addition to MC Thiruvananthpuram. He