
Group “B” (Gazetted& Non-Gazetted)

Smt. Ratnamala Samuel



Smt. Ratnamala Samuel, Private Secretary joined this Ministry in September, 2012 and is working in the Polar Sciences Division. She assisted her officers in conducting the interviews and its related logistic support for the Scientific Expeditions.

Smt. Samuel is very meticulous in disposing the duties assigned to her. She is very dedicated and supportive to her officers. She is competent and resourceful in accomplishing the given tasks. Her enthusiastic approach to deliver along with good interpersonal skills, methodical approach, prompt in correspondence and speedy delivery of documents has tremendously contributed towards obtaining various approvals well on time.

Smt. Divya Batra Khullar



Smt. Divya Batra Khullar, Assistant Library & Information Officer has taken active role in upgrading the MoES Library into a unique digital state-of-the-art Knowledge Resource Center including MoES Digital Knowledge Repository. She is also responsible for smooth running of the DERCON (Digital Earth Consortium). Under this consortium the Ministry is subscribing electronic journals and databases at discounted prices and provides 24 X 7 access to all scientists and staff of MoES Institutions.

Apart from above mentioned significant contributions, she is also involved in regular day-to-day activities like automation, newspaper bill reimbursement, maintaining e-office files, organizing meetings etc.

Sh. Prabhala Srikrishna Chaitanya



Sh. Prabhala Srikrishna Chaitanya joined INCOIS as Asst. Manager at Hyderabad on 08 February, 2010 and from then he is responsible for Grants monitoring, submission of UCs, overseeing pay bill process, Operation of ERP-SAP, Payments through PFMS, Bill processing through GeM, Income Tax, GST, other statutory taxes payment by stipulated time, monitoring sub-projects, Coordinating with CAG audit and internal audit. He is well versed with Financial Rules, Income Tax Rules and have reasonable knowledge of GST.