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**Shri Pradeep Kumar Singh**

Mr. Pradeep Kumar Singh joined NCPOR as Junior Executive Assistant (Stores) on 04<sup>th</sup> August 2009 and got promotion on 01<sup>st</sup> July 2015 as Sr. Executive (Stores) and then working in Procurement and Store Section taking all the responsibility of Store Section entrusted to him with sheer passion and dedication. Being a commerce Post Graduate along with Graduate Diploma in Material Management he is passionate about working in Procurement & Stores related matter. The work profile / task undertaken by him includes, receipt of material, issue of material, processing of payment, looking after disposal of unserviceable items, issue of no dues for NCPOR staff, maintaining inventory record of NCPOR Staff, looking after audit related matter. Mr. Pradeep Kumar Singh is well versed with the rules and regulations with respect of Procurement & Stores Section and he is also handling opening of Tender i.e. E-Procurement, Limited Tender, Public Tender and any other work allotted to him by the Procurement Officer from time to time. He is dedicated and sincere in his work and willing to take additional responsibility.