

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, Thiruvananthapuram. 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 Thiruvananthapuram. He