
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.)