

**Group "C"****Shri Hemant Kumar**

Shri Hemant Kumar is working as a Stenographer in this Ministry. He sincerely performed his duties in various fields like- providing excellent secretarial assistance, both in English and Hindi, to the officer, generating Administrative & Sanction Orders, assisting in Scientific/research papers, etc. He also maintains all records of Diary & Dispatch to keep the track of all the files and letters of his division. He is very sincere, self-disciplined and always willing to take additional responsibilities.

**Shri Laxman Singh**

Shri Laxman Singh is working as LDC in the General Section of the Ministry. He manage the R & I Section of the Ministry in very efficient manner. He is very resourceful and able to handle the unforeseen situations. He always ready to shoulder the additional responsibilities. His dedication and sincerity are an exemplary to the officials in his category.

**Shri S.B. Prakash**

Shri. S.B. Prakash has joined Centre for Marine Living Resources and Ecology (CMLRE) as Fishing Hand, in 1994. During the tenure, he has participated about 200 cruises including one international cruise to Southern Ocean named FIKEX which is the first Indian expedition for krill survey at Antarctica. Besides the regular duty of assisting fishing operation onboard the vessel FORV Sagar Sampada, he was actively participating in the organization of Parliamentary Standing Committee (PSC) visits, public exhibitions and meetings of Joint Scientific and Technical Advisory Committee (JSTAC) for the vessel FORV Sagar Sampada. He was out at sea for about 3200 days; and during those times he was assisting in operation of several equipments such as CTD, Multiple Plankton Net (MPN), Box corer, Dredge, retrieval of buoys, ISAAC Kid Mid-Water trawl (IKMT). He is also maintaining library and stores onboard the Sagar Sampada, very efficiently.

**Shri Sudip Majumder**

Shri Sudip Majumder is working as a Mech. Grade-I in Radar Lab, India Meteorological Department. He is involved in monitoring and upkeep of Radar Central Server, Configuring Virtual Machines, testing and porting for operational use. He also creates snapshots and takes regular backups for early restoration of the failed VMs for minimizing the downtime of the Radar Central Server. He also capable of carryout necessary modification/writing custom Linux shell scripts for automation of day-to-day server activities and requirements; Conversion of Raw data to open formats (NetCDF & BUFR) according to the user demands; Configuring and testing Network Area Storages (NAS) for onward distribution to radar sites, which includes firm-ware upgradation, making HDD compatible for ready use, configuring IP to the devices and setting user accounts with permissions and proper protocols enabled.

**Shri Mahendra Singh**

Shri Mahendra Singh is working as Driver in Meteorological Centre, IMD, Jaipur. He is very sincere, punctual and very hard worker. Apart from his driving duty, he also assist in Hindi typing work, punching work of met data, dispatch section. He is responsible and is able to handle unforeseen situation tactfully.

**Shri K. K. Sikdar**

Shri K. K. Sikdar is working as Staff Car Driver in India Meteorological Department and presently attached with DG, IMD. He is responsible for picking and dropping DG, IMD as well as other senior officers to attend high level official meetings at various Ministries, Departments & organizations. He has excellent knowledge of Motor vehicle operations/ maintenance and performs his duty promptly in methodical manner. He is highly committed hard working person and many times performs the duties for very long duration and at odd times. He completes any work assigned to him with full dedication and efficiently.

**Shri Ashok Ranga**

Shri Ashok Ranga is working as LDC in National Centre for Medium Range Weather Forecasting (NCMRWF). He efficiently discharges all duties related to Bill formation and its payments. He also coordinate with Pay & Accounts Office to expedite the payment of various bills. In addition he also handles the Income Tax and other Tax matters. He is very much committed to his work which ensures timely disposal of all the bills.

**Shri S. Guruprasad Rao**

Shri S. Guruprasa Rao has joined as Junior Assistant in February 1997 at NIOT, Chennai and presently working as Junior Executive. Since, joining he worked in various divisions viz. Director's Secretariat, Finance and Accounts, Vessel Management Cell. He handles all the bills pertain to vessel management cell and Coastal & Environmental Engineering Group, Transport section in a very efficient manner. He had shown his ability in coordination with various authorities viz. Port Trust, Transport Agency, etc.

**Ms. C. Easwari**

Ms. C. Easwari is working as Junior Executive in NIOT, Chennai. She possess vast experience in Establishment matters and presently posted with Energy & Fresh Water Group of NIOT. She efficiently handles all administrative matters of the group viz. Imprest account, advances, leave records of group members, arrangement of Scientific Advisory Committee Meeting and Group's Project Review Board Meeting. She also assists the Group Members in procuring the Assets & consumable items and preparation of financial reports of group viz. budget, expenses, additional demand, etc.

**Shri Junaid Ahmed H**

Shri Junaid Ahmed H, is working as Technician-B in NIOT, Chennai and currently working in Stores and Purchase section. He has assisted Director Secretariat of NIOT for five years in the initial years. Later joined Stores and Purchase group and presently handles logistic work at NIOT. He received award for exemplary performance in the year 2010 from NIOT.

**Shri Dilip E. Shinde**

Shri. Dilip E. Shinde, joined the Indian Institute of Tropical Meteorology as Junior Executive in July 2009 and presently working in Director Secretariat of the Institute. He is efficiently handling all the matters related to the Secretariat. He is responsible for In/Out flow of the files and also maintaining Director's back office, appointments, travels etc. He is extremely sincere and performs his duties with utmost devotion. His dedication and sincerity are an

exemplary to the officials in his category

**Shri Jayapal. N**

Sri. Jayapal. N is working as Executive in NCESS, Thiruvananthapuram. He was able to get involved in all the functions of Stores Section including stock taking, receiving materials, receiving goods, verifying the goods with the purchase order for confirming the material with the terms and conditions of the purchase order, maintaining the asset register etc. He took initiative to learn new things and became an expert in the procedures of Stores

Administration. At the time of transformation of CESS to NCESS he has played an important role for taking the stock of the assets of this centre. He also maintain all the registers for keeping the stock of the items received and maintaining proper ledgers and issue receipt voucher to purchase section for recommending payment. His involvement in other activities of the centre including various functions organized by the Centre is also well appreciated. As a person he always extend a helping hands to the needy employees at the time of difficulties.

**Multi-Tasking Staff****Shri Yogesh Kumar Sharma**

Shri Yogesh Kumar Sharma is working as MTS in this Ministry. He assist in maintaining records, diary, dispatch, photocopying, delivery of daks/files, etc. He executes the assigned work with zeal and dedication with utmost sincerity. He is ever ready to take any additional work of any nature and has potential to handle unforeseen situation.

**Shri Chhote Lal**

Shri Chhote Lal is working as MTS in this Ministry. He is attached with Hon'ble Minister office. He is handling all the work related to distribution of dak/files, operation of photocopier, fax, preparation of set of Agendas, etc. He is extremely sincere and performs his duties with utmost devotion.

**Shri Sushil Kumar**

Shri Sushil Kumar, is working as MTS in this Ministry. He is attached with two sections of the Ministry. He performs the job with full dedication and devotion. He is handling all the work related to distribution of dak/files, operation of photocopier, fax. He is well-versed with his sphere of work. He is willing and hard worker who gets along with fellow employees as well.

**Shri Rajan Daniel**

Shri Rajan Daniel is working as MTS in this Ministry and attached with a senior Scientist of this Ministry. Apart from the routine work, he is very resourceful and capable in handling tasks assigned to him and also handles other responsibilities with promptness. He is good in field work and very competent and responsible too. He performs his duties very efficiently with full devotion.

**Shri Dinesh Kumar**

Shri Dinesh Kumar has been working in NCMRWF as MTS since last six years. He has meticulously done the work of messenger, carrying files, papers & bills from NCMRWF to Ministry HQ. He discharges his duties with utmost care and maintains confidentiality. He performs his duties with full dedication.

**Shri P. G. Pradeep**

Shri P. G. Pradeep is working in National Institute of Ocean Technology as Multi-tasking staff since August 2000. He possesses ITI course from CPT Chennai. He also possesses valid driving license for light & heavy motor vehicle with badge, crane and JCB. He has undergone training programs in Road Safety and Defensive Driving, Firefighting, Key Operator's refresher program, Mobile Crane Operation, EXVTR (JCB) and Fork lift. He has assisted in various field surveys of different projects from all over India under Coastal Environmental Engineering (CEE) group. He has also actively involved in Hydro crane and forklift operation for desalination project and various other projects of NIOT. He has performed driving duties to various coastal regions of India and local trips in Chennai based upon institute needs. He plays a major role in handling franking machine, maintenance of in/out register, daily dispatch of all postal cover of NIOT and also assist in office duties including xerox, fax, and file movements at administration department.

**Shri Uttam Vir Navso**

Shri Uttam Vir Navso has joined erstwhile Department of Ocean Development in 1997 as Gardener and has served in National Centre for Antarctic & Ocean Research, Goa on deemed deputation since September 1998 to March 2011. He has been permanently absorbed in NCAOR from April 2011 as MTS. He handles the movement of letters and files, folding and binding of registers in Finance section. He is a hoard working, sincere and performs his duties with utmost devotion.

**Shri G. E. Dhongade**



Shri. G. E. Dhongade joined the Indian Institute of Tropical Meteorology as MTS in Oct. 1998 and presently working in the Dispatch Section of Establishment Division. His routine work includes looking after dispatch section i.e. Inward/Outward, franking etc. He enthusiastically comes forward to contribute in any possible capacity of work. He is extremely sincere and performs his duties with utmost devotion. His dedication and sincerity are an exemplary to

the officials in his category.