

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

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successfully completed the Modular Training Course for Meteorological Observers with distinction. He has been performing general and shift duties assisting the officials in weather section, RSRW, PBO, radiation and seismology, SIMC and climatology.

### Sh. Ratna Babu



**Sh. Ratna Babu** joined RMC Chennai as MTS on 15-12-2008. Thereafter, he worked in RMC Nagpur from 9-6-2014 till 24-11-2014. Currently, he is working as MTS in RMC Raipur. During his tenure he has worked for installation and repair of the various weather related instruments at the different meteorological centres.

He also has a heavy motor vehicle driver license and is a trained mechanic. Due to these he has worked as a driver during the AWS/AWG tour as per the directions of the director. He was also involved in helping and supporting the officers on these tours. He is a dedicated and hard worker and completes his duties in a timely and responsible manner.

### Sh. Manoj Sadashiv Waghela



**Sh. Manoj Sadashiv Waghela** is working as MTS in IITM, Pune workshop. He is involved in the fabrication of accessories such as gimble/ gyroscope mounting stand, triangular reflector, micrometeorological tower, enclosures box, air filter, disdrometer, semi photo meter, field mills and other parts for various scientific instruments in the Institute. He also does maintenance work for IITM campus and colony viz. fabrication of various gates, windows, fencing work, plumbing work and repairs broken furniture. In addition he performs opening and closing duty, movement of files from one Division to other division, dusting and cleaning work.

### Smt. Remani T.



**Smt. Remani T.** is an MTS employee in NCESS and is attached to the Directors cell of the Institute. Mrs. Remani had joined on 12/12/2008 and has been sincere, dedicated and honest in discharging the duties in her entire tenure at NCESS. Her hall-mark has been the prolific use of time in discharging her duties. She performs her duties in very efficient manner and endow-with crucial support for the various meetings and