

WMO day. He also did the tracking and editing of animations for all the images for heavy rainfall case of 29th August 2017 for any future references. He was actively involved in the maintenance of DWR servo system at the time of Ockhi Cyclone over west coast during December 2017 and also during other heavy rainfall events in Mumbai and its surrounding areas. He is well adept at performing round the clock operational duty at DWR Mumbai and is always available for any additional responsibilities assigned by office.

Sh. Yogesh J. Pawar



Sh. Yogesh Jayant Pawar is Assistant Manager at IITM, Pune. He joined the institute in 2006 as Junior Executive and was promoted as Senior Executive in 2011 and finally to Assistant Manager in 2016. Currently, he is working in the Accounts Section. He is actively involved in preparation of Final Accounts including Balance Sheets, Income Expenditure & Receipts & Payments of the institute. He deals with various audits of the institute including C&AG audit, MoES audit and statutory audit of the Chartered Accountant. He is involved in all the foreign procurement payments including HPC, SAFAR and other various scientific instruments.

He deals with many financial matters, Utilization Certificates & Expenditure Statements and various expenditure reports of the institute. He also deals with the budget, revised estimate and budget estimate of the institute. He is working as a Nodal Officer for Direct Benefit Transfer (DBT) scheme of the institute.

Ms. Femi Srinivasan



Mrs. Femi R Srinivasan, Executive (Purchase & stores Section), has been working in National Centre for Earth Science Studies since 11/09/2007. She has been actively participated in the introduction of new methods of tendering process by e-procurement/ e-publishing through the Central Government Portal. The e-publishing was implemented from October 2014 in NCESS mainly due to her contributions. Ms. Femi has particularly been instrumental in implementing General Financial Rules (GFR 2017), preparation of Rate Contract for PCs and accessories in the institute, handling of repairs of equipment and Integrity Pact

Preparation. The purchase based on e-procurement has been completely handled and currently participating in the processing stage of end-to-end online Government E-market Place (GeM) for the procurement of common use goods & services in transparent and efficient manner. She has also been given the charge of Master Trainer for e-office implementation in the Purchase & Stores Section for using more effective as well as transparent inter and intra government processes in file movements. Ms. Femi conducts market survey for Local Purchase Committee (LPC) and carries out Bid opening/ Verification of recommendations by indentors and Preparation of notes and minutes for Material Purchase Committee (MPC). Her duties also include maintenance of records of duty exemptions,

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.)