



Group “C”

Shri Sate Singh



Shri Sate Singh, Senior Secretariat Assistant (SSA) is working in Establishment Section of Ministry of Earth Sciences since November 2007. He is entrusted with establishment work relating to RTI, Public Grievances received through CPGRAM Portal. Forwarding of applications, processing of all Training Programmes conducted by National Productivity Council (NPC), Institute of Secretarial & Training Management (ISTM), Domestic Foreign Funding Training (DFFT), DoPT, processing Leave Encashment while availing LTC. He also serves as custodian of all APAR of officers/officials of the Ministry. He examines all the establishment proposal according to the extant rules and process them accordingly. He executes his day-to-day official work in a systematic manner within rules and process them accordingly. He can handle any establishment section with his vast experience in any unforeseen situation and also can shoulder additional responsibilities.

Shri Raj Kumar Verma



Shri Raj Kumar Verma is working in cash division of Ministry of Earth Sciences since 2011. As a dealing hand, he is entrusted with dealing of all medical reimbursement, issue of permission for medical purposes to the employees of Ministry. He is also responsible for the processing of the tuition fee claims reimbursement, long term advance such as computer advance, scooter advance, motor cycle advance etc. He is an efficient worker and his commitment to the work assigned to him ensures total accuracy. He is very methodical and proficient in handling all his assignments in a very efficient and professional manner.

Shri P. Rajesh



He works at NCESS, Trivandrum. His duties include preparation of documents related to salary, income tax, PF, NPS and scrutiny of medical bills. He has assisted various organizing committees in NCESS and also actively participated in sport & cultural activities organized by NCESS Recreation Club.