No: - A2-10492/2020/KSREC (2)

OFFICE ORDER

Sub:- KSREC - Estt - Re-allocation of work - Scientists - orders issued.

Allocation of work

The following allocation of work and instructions are ordered among the Scientists of Kerala State Remote Sensing & Environment Centre with immediate effect.

OFFICERS

No.	Name & Designation of Officer	Allocation of work
1.	Dr. Jane Mithra S Scientist B	Designated Officer, Right to Service Act Custodian of Data and Sale of data (digital and hard copy) Satellite Based Imagery Reports Agriculture Data bank Reports on ESA
2.	Dr.Suresh Francis Scientist B	Nodal Officer (IT) Purchase & Technical Committee Data Procurement. Reviews at Government Levels Mobile Applications & Web based DSS Asset Mapping
3.	Sri. P.Suresh Scientist B	Custodian of Photocopies, Scanners, Printers & other equipments, Office modernization Electricity & Telephone bills Library, Purchase of books

4.	Dr.C.E.Paul Scientist B	Public Relations & Liaison Officer Audit (AG & Internal). E-tendering & quotations Stock & Stores, Asset & Security registers, Public auction Official language, Printing & Publication, Suchithwa Programmes Awareness & Exhibitions.
5.	Dr.N.C.Anilkumar Scientist	Assistant Public information Officer Preparation of Five Year & Annual Plans, Budget Preparation (Plan & Non-Plan), Subject Committee. LA interpellation
6.	Dr. Sheeja R.V Senior Scientific Assistant	Women's Cell Annual Maintenance Contract of office equipments, Collectors and MP's Conference, Governors Address, , Budget Speech, Chief Secretary's meeting, TA Bills of project staff.
7.	Dr.Suraj R. Senior Scientific Assistant	Maintenance & repair of department vehicles Reconciliation of Accounts, Website, Plan Space, Training.
8.	Bindu.P.Ramankutty Senior Scientific Assistant	Citizen Charter, Administrative reports, Plan Progress reports, Utilization Certificates.

DIRECTOR