

(311)

EAST COAST RAILWAY
OFFICE OF THE SR.DFM/ECORLY/SAMBALPUR

PROFORMA FOR THE MAN OF THE MONTH AWARD FOR THE MONTH OF
NOV-2019



01	Full Name	Manoj Kumar Satpathy
02	Designation	Accounts Assistant
03	PF No.	53163080069
04	Station	Sambalpur
05	Controlling Officer	Sr.DFM/Sambalpur
06	Section	Administration
07	Category(Gr.C & Gr.D) to be mentioned	Group 'C'
08	Present basic pay & level(7th PC)	Rs. 38700
09	Date of Birth	05.07.1979
10	Date of Appointment	26.11.2008
11	Caste(UR/SC/ST/OBC)	UR
12	Particulars of man of the month given, if any (PHoD/DRM)	No
13	Particulars of other awards, if given earlier	
14	Whether any DAR/SPE/VIG case pending	No
15	Railway contact No.	62266
16	Mobile No. if any	9337534658
17	E.Mail ID if any,	manojksatpathy@gmail.com
18	A/c No.	2191688901
19	Branch	CBI, Khetrajpur Branch
20	IFSC code	CBIN0283249

(Citation in 50 words)

Sri. Manoj Kumar Satpathy, AA is working in Administration Section, wherein he has been entrusted with Passing of Salary bills along with other Misc. Bills such as CEA, Leave Encashment, CTG, etc. of 02 bills units of Accounts NG staff. Along with passing of salary Bills, he has dealt with the works such as passing of store purchase bills, Misc. Bills, contractual bills, maintenance of Service Records of all Accounts(NG) staff, preparation and submission of monthly reports of Admn. Section, pension and settlement of Accounts (NG) staff and all correspondences of Admn. Section. Being a single staff in Administration section, he managed to do all the above works in time.

In recognition to his overall performance and outstanding contribution Sri. Manoj Kumar Satpathy, AA is recommended for Man of the Month Award for the month of ~~September~~ **NOV**-2019.

Manoj Kumar Satpathy
Sr. DFM/SBP 05/12/19