

EAST COAST RAILWAY

PROFORMA



1.	(a) Group/Individual	Individual
	(b) in case group, members of the group	NA
2	Full Name	
	(a) In English	SRI AVINASH TANTI
	(b) In Hindi	
3	Designation	OFFICE ASSISTANT
4	P.F. No.	30329800876
5	Station	Sambalpur
6	Controlling Officer	PS(GAZ) to DRM
7	Branch Office	PS(GAZ) to DRM
8	Department	General Administration
9	Category(A,B,C & D to be mentioned)	"D"
10	Present Basic Pay, Grade Pay & Scale	Rs.19,700/- (GP 1800/-)
11	Date of Birth	15.11.1992
12	Date of appointment	01.11.2018
13	Caste (General/SC/ST/OBC)	UR
14	Date of appointment to Gazetted Rank	NA
15	Particulars of Rly. Week award given during the last three year, if any(RB/GM/PHOD/DRM)	DRM Award – 2021.
16	Particulars of other awards if any given earlier	NIL
17	Whether any DAR/SPE/Vig case pending	NIL
18	Mobile No.	8969913249

CITATION

Sri Avinash Tanti, Office Assistant working in DRM Secretariat is very prompt, punctual and devoted to his duty. He always gives priority to his assigned work. His ceaseless effort and ideal notion for quick distribution of dak, files & records to various departments is commendable. He always stands in the front line for any onerous work which is an example to co-workers. His assistance in rendering hospitality to VIPs in the meetings is flawless. He never hesitates to attend calls at odd hours and odd places at short notices. His involvement in GA department is very effective and praiseworthy.

In recognition of his overall outstanding contribution, performance and achievements Sri Avinash Tanti, Office Assistant of DRM/SBP's secretariat is recommended for "MAN OF THE MONTH" for the month of June 2022.


PS (GAZ) to DRM/SBP