

BIODATA

Name of Officer	ANITA VINAYAK
Cadre	Sashatra Seema Bal (MHA)
Batch	N/A
Rank	Joint Area Organizer-Executive (SSB)
Designation	Assistant Director in NCRB
Date of Joining to NCRB	01.01.2014
Contact Number	9910402219
E-Mail ID	anitavinayak@ncrb.nic.in
Educational Qualification	Graduation in Arts, Delhi University
Technical Qualification	Advanced Certificate in PC Application in Information Technology from NIIT in 1997
Area of Expertise	Professional Courses undergone <ol style="list-style-type: none">1. One year basic training (CO/PC) at Salonibari Training Centre, Assam.2. Officer's General Course at FA Gwaldam in 1992.3. Basic Foundation Course at SPG Training School, New Delhi in 1993.4. Military Intelligence Refresher Course at RAW, New Delhi in 2001.5. Executive Officers Course at Academy, Srinagar in 2006.6. Intelligence gathering & Intelligence Tradecraft Course at IB Central Training School in 2008.
Experience in Government	Professional Performance <ul style="list-style-type: none">• Joined as Circle Organizer at Kasumpti , Shimla, Himachal Pradesh. Ministry of Home Affairs in July 1991. After that undergone one year basic at Salonibari Assam. <u>At Shimla</u> <ul style="list-style-type: none">• Intelligence and perception management, public relation, liaison work with local administrative

authorities, conducted motivational lectures on public welfare oriented subjects.

- Vocational training on making various items like masalas, candle making, string making and many more things.

Worked at Special Protection Group the elite force of Prime Minister Security.

- Duties related to Security of the Subject(VIP) in PM House and also worked at the main reception of the Prime Minister's House

Posting at Force Headquarter, SSB New Delhi

During this period, I held the charge of Sub Area Organizer(Admin) in Administrative Dte

- Procurement of office equipments, Stationary, Furniture and fixture through Government Stores/ Authorized agencies viz Kendriya Bhandar (KB), NCCF,DCCW.
- Purchase of consumable items for functional requirement through the process of limited tender/ quotations.
- To ensure that facilitation and support is extended by this branch to all other branch to optimize functional efficiency which includes automation equipments viz. photocopier and FAX machine etc.
- To ensure that matter of urgency such as replies to Parliament Questions, various reports to Ministry are prioritized and deliverable s reach the concerned department s in time.
- Coordination and arrangements for Meetings /Conferences /Seminars /Annual day and other activities.
- To ensure ideal atmosphere and whether the conditions for officers and staff of the SSB by way of provision/ upkeep of AC units (Window and Split type) through the process of AMC (Annual Maintenance Contract).
- Receipt and issue of Dak, Dispatch of SSB to CPOs, other Govt. offices and State Police.
- Purchase of telephone sets, mobiles, briefcases and other accessories for the smooth functioning of the office.

- Liaison with MTNL,/Airtel / Vodafone and other for new connections, internet connections and other defects time to time for the better functioning of the office.
- Purchase and distribution of livery items to class-C personnel.
- Management of manpower during office hours especially during arranging any function etc.
- Detailment of vehicles for officers and officials.
- Works related to hygiene and sanitation in the FHQ & its surrounding.
- Plantation /Greenness for the better ambience of FHQ and officer premises.
- Apart from all above duties completion of all other task assigned to me from time to time, to the satisfaction of my Officers.

As SAO(Welfare) in Welfare Dte.FHQ

- Attended all tasks/ assignments related to Welfare Branch i.e. Central Welfare Fund, GIA fund, STD Booth, Gender Budgeting.
- To look into the cases submitted for sanction of grants for higher, specialized, technical and vocational education and training including general and primary education in deserving cases.
- Also to look into the cases to provide medical relief in the form of loans to the employees and their dependents in deserving cases.
- Dealt with the cases to provide relief in the case of injury sustained by the employees while on SSB duty.
- In regard to staff Benevolent fund, to look into cases for providing financial assistance to the members and families in case of death or medical invalidation. Also to provide refund of subscription made to the fund by the members of the Force on their superannuation /discharged / dismissal from service.
- Self is also supervising the Central Police Canteen Master / Subsidiary Canteens of FHQ and centrally consolidate all the required information of all field Master /Subsidiary canteen's information for further dispatch to Central CPC Office MHA on need basis.

- Submission of timely quarterly progress report of all MCs, VAT returns on quarterly basis to Central Office. Timely payments to the firms /suppliers. Timely submission of 1% profit to CPC Central Office.
- Apart from this, I also looked after the distribution of “Umeed Box”(welfare oriented task) to the field Units, which was followed by their opening at regular intervals, and deals with related correspondence for the perusal of Senior Officers and redressal of complains if any.
- Self is also nominated as Member – I in the Central Complaint Committee to redress Grievances of Women employees of SSB for sexual harassment at work place and performing duties related to this committee.
- In addition to the routine tasks of Welfare Branch, I was also involved with all tasks and assignments related to Sandiksha(Wives welfare association) and its functioning as Association holding various Activities for the welfare of the families of the Officers/Official of SSB under the guidance of President, Sandiksha, from time to time. I have made exceptional contribution for successful completion of SSB melas.
- I was also given opportunity to attend National Conference for Women in Police held at Panchkula from 7-9 March, 2009.
- Printing press of FHQ was also under my supervision as printing of various forms of requirement in office use, Service Book, Medical card, Rly warrant etc. holding/ binding of various official documents

Posting at National Crime Record Bureau
As Assistant Director (Records) :

- Overall supervision of the activities of Crime Records Branch as Branch Head.
- Monitoring and maintenance of all systems being run by the Branch viz. Vahan Samanvay (an online Motor Vehicle Coordination software), Talash(software of missing and traced persons), Fake Indian Currency Notes (online software for reporting seized and recovered Fake Indian

	<p>Currency Notes), Fire Arms Coordination System(software to coordinate stolen and recovered Fire Arms), Crime Criminal Information System(database of crime and criminals) & Colour Portrait Building System(software to build the portrait of suspect through description of physical features).</p> <ul style="list-style-type: none"> • Maintenance and timely updation of records for accurate results obtained by processing data for coordination etc. • Monitoring the smooth functioning of Motor vehicle counter at NCRB and management of revenue collected from various counters across the country. • Timely disposal of RTI queries, Parliament Question • Submission of material to MHA for Annual Reports • Providing Criminal antecedents Reports to agencies - CBI/FRRO from CCIS database • Training to Police personnel of States/UTs and other stake holders on CPBS and FICN • Administration of Branch.
Awards etc.	Awarded DG's Disc in 2008 and received various commendations/ certificate appreciations letters at different intervals in Special protection Force (SPG and SSB including honorariums.
Research Work/paper Published	NIL

Signature