

## EMPLOYEE OF THE WEEK - 18-04-2020 (Please do not change the format)

Name of the Zonal Office	Regional Office	Name of the Employee, Designation	Photo (should be 120*120 pixel) Stamp size Photo	Remarks (please describe in 300 Charaters - do not change the format)
Zonal Office Bandra	Mumbai Bandra	Smt. Nanda Balkrishna Suvarna, SS		Smt Nanda Suvarna has shown exemplary dedication to duty and has been in the forefront in settling the claims pertaining to COVID-19. She has lead from the front in ensuring that the claims pertaining to her section are distributed amongst the Dealing Assistants and has also ensured that the tasks allotted to her section as per guidelines of Head Office pertaining to "Work From Home" are completed. Hence, Smt Nanda Suvarna deserves to be adjudicated as the Employee of the Week for RO Mumbai (Bandra) office.
Zonal Office Bandra	Mumbai Dadar	Shri Amit Kumar, Sr. SSA		Shri Amit Kumar, Sr.SSA posted in CSD section has been tirelessly and effeciently working on resolution of grievances received from different modes either through Cprgram, Efigms, PMO, twitter and facebook etc.Apart from grievance resolution he has also ensured that grievances are replied to complete saisfaction of the complainant as far as possible.For this he has to liaison with different departments of the office which he managed very effortlessly and effectively. He not only carries out the work assigned to him diligently, he also takes initiative and suggests ways and means to clear work in a planned way.
Zonal Office Bandra	Mumbai Nariman Point	Shri Sandeep babar, AO		Regional Office Mumbai (Nariman Point) recommends name of Shri. Sandeep Babar, Accounts Officer as employee of the week for the week 13/04/2020 to 18/04/2020. Shri. Babar was present in office all the six days (including public holiday) and did work distribution among staff efficiently. He himself disposed approximately 200 claims per day and also co-ordinated with staff present in office for efficient disposal of claims. He also performs grievance redressal work from home when he is not present in office.
Zonal Office Bandra	Mumbai Powai	Shri Pruthviraj Chavan, AO		Mr. Pruthviraj Chavan, Accounts Officer is in incharge of Accounts Group where there is huge inflow of claims under in the COVID-19 category. He resides 50 Km away from Office and commutes by Train to reach office during regular days. Inspite of limited availability of public bus, he is travelling by shuttling with three buses to reach the office which takes almost three hours for one side journey. He has shown exemplary dedication and inspired his colleagues with his performance which resulted in high number settlements. He has approved more than 500 covid claims in 3 days in addition to other tasks and he has supervised the accounts group which has processed more than 3500 covid claims during the week. He has even voluntarily attended office despite not being rostered for attending. He is true asset for the Office.

Zonal Office Bengaluru	Bengaluru Central	Shri S. Narayana, SSSA		Shri S.Narayana, SSSA is the Caretaker of the office and voluntarily attended the office on all days including holidays. He made sure that house keeping staff were picked from their places early in the morning in the wake of travel restrictions and ensured that office is clean, sanitised and safe to work for other officials when office was working in 2 shifts starting from 7.30 am. for all 3 offices functioning here - ZO, ROs Central and Malleshwaram. Regular sanitisation was done and all officials provided with masks, sanitisers and coordinated pick up and drop of other officials who were not having public transport. By doing careaking work he is catering to the health of other officials also while risking his own health.
Zonal Office Bengaluru	Bengaluru Malleshwaram	Shri. S. G. Srinath, SSSA		Shri. S. G. Srinath, Sr.SSA, he is person committed to work, and always Prioritizes office interests. He is a very dedicated person always cooperative and helpful. He also take interest in guiding claearing other task holders work. He is an asset for the department.
Zonal Office Bengaluru	Rajarajeshwari Nagar	Sh. PrithviRaj Naidu, Sr.SSA		Sh. PrithviRaj Naidu, Sr.SSA has not only settled highest no. of claims but also had volunteered to attend office even after his roster was changed. He even attended office on holidays too. He also attended additional work of other Task 10103. He also managed to redress all the EPFIGMS and other grievances within stipulated time. Hence, he is being recommended as employee of the week on COVID-19 Lock-down so far.
Zonal Office Bengaluru	Yelahanka	Shri. MADHU P, Sr. SSA		The work performed by Shri. Madhu P, SSSA is consistently over 100 claims per day. He has also taken additional responsibility of claims settlement in respect of Task id 13101 in addition to his existing task id 13103. Besides, he has also attended to EPFIGMS on daily basis and has the kept the pendency level to the minimum. In total, he has processed 1025 claims during the week.
Zonal Office Bengaluru	Peenya	Shri Rajnish Kumar Lal, Sr. SSA		Shri Rajnish Kumar Lal, Sr. SSA has attended 3 days in a week during the past week and has settled more than 100 claims per day on all the 3 days of attendance. He has also settled the claims of other tasks with a high motivation of service. Further, he attended to grievances within the stipulated period of time. His dedication to work is commendable.
Zonal Office Bengaluru	Bengaluru Electronic City	GOPALI NAGARAJ, SR.SSA		The official has attended the office daily during the lockdown period and settled highest number of claims. He has given priority to settlement of COVID-19 claims. He is a very good caseworker and has good relationship with all the other staff in the office. He also helps other DAs in the section inspite of high work load.

Zonal Office Bengaluru	Bengaluru Koramangala	C VENKATESH, SSA		The said official has attended to office work daily right from lock down period and has carried his duties by settling covid 19 claims. He has been working voluntarily without waiting for any office orders. He has been an helping hand for all the other tasks also. Apart from regular claim work, the official has been giving replies for EPFIGMS as well as attending to member data correction/updation of work. He is the proud EMPLOYEE OF THE WEEK from our office for this week.
Zonal Office Bengaluru	K R Puram	SANJAY KUMAR, SSSA		Shri. Sanjay Kumar, SSSA has attended the office during the lockdown period and the work performed by him is consistently over 150 claims per day. He has also taken additional responsibility of claims settlement in respect of Task id 10803 in addition to his existing task id 10703. Besides, he has also attended to EPFIGMS on daily basis and has kept the pendency level to the minimum. He has been regularly coming to office even before the office has prepared rosters for attending office. He has been cleared the work of Online basic details modification in his task. In this situation, he is daily travelling more than 15 kms to a day to reach the Office & back to home.
Zonal Office Bengaluru	Tumkur	S PRASANNA		Shri S Prasanna ,SSSA has processed 425 claims during this lockdown period. in addition to this he has performed his care taker issues and mobilised to sanitised the entire office. He has been regularly coming to office
Zonal Office Bhopal	Raipur	Smt. Neha Kaushik, Sr. SSA		Besides having a little child of age 3 years, she regularly attended the office 12-15 km. away from home and performed efficiently.
Zonal Office Bhopal	Bhopal	Sh. Naved Mohammad Khan, Sr.SSA		It is to inform that based on verification of the service rendered and performance by staffs during the week from 13.04.2020 to 18.04.2020, it is observed that Sh. Naved Mohammad Khan, Sr. SSA has maximum output. It is to further inform that he had been quite punctual & dedicated during the crisis situation emerged due to spread of Corona Virus. He has processed total 370 number of claims which includes Covid Advance claims during last week. Regional Office Bhopal is pleased to inform that Shri Naved Mohammad Khan, Sr. SSA is the
Zonal Office Bhopal	Gwalior	Shri Narendra Kumar Batham, SS		Only SS available locally, aged about 53 yrs, still took proactive onus to come to office daily amidst lockdown, even on holidays, to fulfil diverse responsibilities including liquidation of pending claims, CoVID claims, data updation etc and also motivated other staff to follow suit and do their best as a Team.

Zonal Office Bhopal	Indore	Sh Satish Malviya, SSA		Sh Satish is regularly and voluntarily attending office during lockdown. His is not only clearing his task but also assisting other SSAs in clearing their pendency particularly grievances and online name correction.
Zonal Office Bhopal	Jabalpur	BHUPENDRA KORI,SSSA		Shri Bhupendra Kori, SSSA is very dedicated towards his work. In these troubling times, he has shown excellent performance in settling ( around 300) claims of not only his seat but other allotted work of his section. He has risen to the occasions & deserve to be employee of the week (for week ending 17.04.2020) in r/o RO, Jabalpur.
Zonal Office Bhopal	Sagar	Shri Rajesh Garhewal		Shri Rajesh Garhewal has handled multiple tasks such as Accounts and Cash. He has attended office on daily basis since lockdown including on holidays. He has played important role in settlement of claims and preparation of cheques for claims,pension and staff salary,
Zonal Office Bhopal	Ujjain	Shri Amit Singh Bhati, SSSA		Shri Amit Singh Bhati, Sr. SSA has done exceptionally work during the lockdown period since the 25th March. He is basically posted in ADM cell but he is coming office without fail even holidays. He is also helping hand in verification of Covid 19 claims and preparing of scrolls and cheques with his regular of ADM cell (Preparing salary bills and various bills). He has also prepared some reports and letters of compliance cell.His tireless work in this orduous situation is definitely made him employee of the week.
Zonal Office Chandigarh	Bhatinda	Shri Kamaljeet Singh, DPA		Shri Kamaljeet Singh, DPA, has shown exceptional dedication and zeal towards his call of duty. As DPA he has ensured the IDs allotted to the A/Cs Staff on rotational basis, well before 9.00 AM every single day, weekends, and public holiday. His working day ends only after the cheques are signed, CCPAP generated, and the reports generated. In a nutshell, he is the first one to reach office and the last one to leave office. He has also attended grievances and other miscellaneous work allotted to him from time to time.
Zonal Office Chennai	Chennai North	S. Kulasekaran, Section Supervisor		The said employee who is working as Section Supervisor has been attending office regularly from the beginning of the lockdown and has performed consistently well in the settlement of covid- 19 claims. On some days he has been settling more than 300 claims.

Zonal Office Chennai	Chennai South	SYED ZIAVUDEEN, Section Supervisor		Syed Ziaudeen has played a proactive role in scrutinising the auto processed covid -19 advanced cases since the beginning of the lockdown. He also motivated the dealing assistants to do the verification work. In the beginning there was shortage of SS attending office and he almost single handedly did the verification work for several accounts groups of the office in addition to his regular work.
Zonal Office Chennai	Puducherry	Deepak Kumar, SSA		Though the Official belongs to Non-Accounts Group, he was assigned the work of Accounts and attended the office daily. He has settled both the Covid and Non-Covid cases. His speed and dedication in settlement of claims under the challenging circumstances is appreciable. He has settled approx 150 claims on daily basis. It is recommended that in such circumstances he may be considered the "Best Employee".
Zonal Office Chennai	Tambaram	N.E.DESIKAN, Section Supervisor		He has been voluntarily attending office on all working days and has approved 1150 claims by supervising Accounts Group 51-55 & 57 and ot all the COVID-19 claims cleared further he was instrumental in leading these groups in processing NON COVID claims. All Transfer-in Credits were ensured by his Accounts Group, all name corrections requests/DOB corrections requests were processed during the given period.
Zonal Office Chennai	Vellore	MV SREEDHAR,SSSA		Although M.V.Sreedhar is from non accounts, he has excelled at the work given in accounts to clear the claims during COVID lockdown for the week ending 17/04/2020. He has cleared the maximum no of claims and has attended office on all days. His sincerity and dedication warrants this appreciation.
Zonal Office Delhi	Delhi North	Sh. Jai Prakash, Sr. SSA		Sh. Jai Prakash, Sr. SSA who is above 50 years old and does not have any personal conveyance reached office from his home by walking 2.5 hours thus showing extraordinary dedication towards duties and settled COVID-19 claims. He could have taken the excuse of not having any personal conveyance and avoided attending office. He is the employee of the week ending on 17.04.2020.
Zonal Office Delhi	Delhi Central	Sh. Harbhajan Singh, SS		He had settled highest claims in last week. He is a consistent performer and put his effort during the difficult time of COVID-19 pandemic. He is a valuable asset to this organization.

Zonal Office Delhi	Delhi West	Sh. Ravi Shankar Sharma, Sr SSA		Sh. Ravi Shankar Sharma, SR. SSA has shown exceptional dedication towards the office. He has progressively increased his claim settlement performance over the days of work in the week doing more than 100 claims on more than one occasion. Taking up the Covid19 pandemic challenge and the call of the duty, he arranged for transport to attend office. He has voluntarily offered to attend office beyond roster days so as to assist the organization in helping the needy EPF members through timely settlement of Covid Claims. He has earned the reputation of Centurion- a personnel initiating more than 100 claims in a day and promises to do more. He proved to be an asset for EPFO Delhi West!
Zonal Office Delhi	Delhi South	Sh. Ashutosh Kumar Singh, Sr. SSA		During the week ending 18th April, Sh. Ashutosh Kumar Singh has admirably performed during this tough situation occurred due to pandemic COVID-19 Virus. He has given his full attention towards his duties and settled and 310 claims during the week. Apart from general roster for attending the office, he attended the office other days, whenever he was called for disposal of some urgent work. Even, he attended the office on Sunday (19.04.2020) for clearing the pendency of claims received for advances due to Pandemic COVID-19. Apart from the Account Section task, Shri Ashutosh Kumar Singh took the responsibility of EDP cell in the absence of regular staffs of EDP Cell. All these works of Shri Ashutosh Kumar Singh in these difficult times are exceptional and more appreciable.
Zonal Office Delhi	Delhi East	Sh. P.C. Joshi, Section Supervisor		Sh. P C Joshi, SS has settled over thousand claims in just in 3 days during the week which is commendable in itself. He is the employee of the week ending on 17.04.2020.
Zonal Office Delhi	Dehradun	Smt. Pushp Lata, Sr. SSA		Smt. Pushp Lata, Sr. SSA, settled 462 claims in 5 working days, averaging 92 claims per day, which is the highest amongst all DAs in RO, Dehradun. It is important to mention here that this per-formance was achieved even when the office was able to function only half-day due to the timing restrictions imposed by the Local Administration in view of COVID-19.
Zonal Office Delhi	Haldwani	Sh. Ravi Pratap Singh, Sr. SSA		The official has attended to office work daily (including Saturdays, Sundays and closed Holidays) even during lock down period and has carried his duties by settling all Covid 19 claims. He has processed average 126 claims per day. He has also volunteered to attend to official work of other employees during this moment of crisis. The official has duly ensured timely replies of grievances and other correction/ updation work. As General Secretary (Staff Union) he has shown remarkable character and is an inspiration for all. He is the EMPLOYEE OF THE WEEK of our office for this week.

Zonal Office Delhi	Jammu			
Zonal Office Gujarat	Ahmedabad	Shri Ashish P Yadav, LDC		The official showing full dedication of work. He is settling more than 100 claims per day.
Zonal Office Gujarat	Naroda	Shri Natvarbhai P Jadav, AO		The officer is going to retire in next month. However, he has voluntarily included his name among officials who are coming to office for COVID claim settlement. The zeal and commitment shown by officer is appreciable.
Zonal Office Gujarat	Rajkot	Shri James Mathai, Sr. SSA		Sh. J Mathai, working caretaker was instrumental in proactively ensuring safety measures. Necessary to run the office safely to deliver required service to members. He worked from 6.30AM for cleaning and spraying disinfectant solution and logistic arrangements.
Zonal Office Gujarat	Surat	Smt Paru S Rathod, SS		She has been a motivational person who discharged her duty during the lockdown with utmost sincerity. She attended office as per schedule and settled more than 500 claims during the week.
Zonal office Guwahati	Guwahati	Shri Pranay Jyoti Oza, Sr. SSA		He does all the work of DA's of all section in their absence regarding claim settlement (Online/Offline), basic modification of EE etc. he attends the office on holidays if necessary, including lockdown period. He also works from home. He is honest sincere and punctual.
Zonal office Guwahati	Shillong	Sh. Sanjib Kumar Halder, DPA		At this time, when the office is functioning with bare minimum staff, Shri Sanjib Kumar Halder, DPA has shown exceptional dedication towards his duty. DPA attends office daily on time in the morning and leaves office when all work is completed. Due to his dedication at duty, apart from his official duty, he performs duty from as and when required and he sends e-mail to every employer when he is called for to do so and he generates required report from home during Sundays & holidays

Zonal office Guwahati	Tinsukia	Sh. Prashant Mandal Sr. SSA		Sri Prashant Mandal, SSSA has attended the office for 4 days in last week (from 13/04/2020 to 18/04/2020). He has been punctual in his office attendance and settled highest number of claims during the week at RO, Tinsukia in the lockdown situation. Further, he has also done some online works from home like name and DOB correction despite his additional duty to attend his wife as she is pregnant. Because of this performance and extra effort towards his official duties his name is recommended for the Employee of the Week.
Zonal Office Haryana	Faridabad	SH. DAYA NAND SSA		He has settled highest claims in RO Faridabad during this week. (1016)
Zonal Office Haryana	Gurgaon East	Ms. SUSHMA. Sr. SSA		At this difficult time Smt. Sushma has shown exceptional courage and attended the office regularly. She has no pendency as far as member modification is concerned, which she did from her home. Moreover whenever she was entrusted with any work she did well. No covid claim is pending with her as of now.
Zonal Office Haryana	Gurgaon West	SH. DHARAMVIR. Sr. SSA		He is very dedicated toward his duties, and during this lockdown period he has attended the office daily. Moreover he attended to every grievance and RTI promptly. During the preceeding week he had disposed more than 528 cases and he is always available to shoulder any responsibility entrusted to him.
Zonal Office Haryana	Karnal	SH. RAKESH KUMAR. Sr. SSA.		It is very difficult to choose one among the three best employees of RO Karnal. they are Sh Amit Sharma Sr. SSA Cash, Sh. Rakesh Kumar Sr. SSA Caretaker and Sh. Sanjay Bareja Sr. SSA Cash. Among them Sh. Rakesh Kumar selflessly ensured availability of all the necessary equipments such as masks, hand sanitizers, contactless handheld body temperature checker, disinfection of office as well as staff colony premises on regular intervals. He also ensured the credit of salary of contractual staff on time as per instructions issued from Head Office. further sh Amit and Sh Sanjay ensured that cash section functioned at its full capacity during trying times of past 28 day. It was due to their tireless and selfless hardwork that salary and claim settlement amounts were credited at the earliest in thousands of bank accounts and thus ensured the financial security of EPFO stackholders. They attended the RO Karnal on all days.
Zonal Office Haryana	Rohtak	SH. SANJAY KUMAR. DPA		He is regularly coming to office without any break and hisitation to provide technical support, so that all other employees in the office can work without any hindrance. Further there were many technical issues due to new provision of auto settlement of claims and he attended all the issues to the satisfaction. Keeping in view his sincerity and devotion to the duty he needs a big applause.

Zonal Office Jaipur	Jodhpur	Shri Virendra Singh, SSA		Shri Virendra Singh, SSA has not only settled highest no. of claims but also had volunteered to attend office even after his roster was changed. He also attended additional work of other Tasks. He also managed to redress the EPFIGMS and other grievances within stipulated time. Hence, he is being recommended as employee of the week on COVID-19 Lock-down so far.
Zonal Office Jaipur	Kota	Gyarsi Lal Verma LDC		Official has shown exemplary dedication and highest level of service ethos in times of crisis. Voluntary coming and attending office on daily basis and on his own settling claims of other task ids with daily disposal of more than fifty claims. More than 100 positive cases in a small city, they are braving check posts, curfew to attend their call of duty on their motorcycles. Daily as a routine going to Bank to submit the cheques and ensuring that Bank file is run, so that poor workers get their hard earned money on time.
Zonal Office Jaipur	Jaipur	Shri Harsh Vardhan Pahariya, DPA		He has been instrumental in providing technical inputs and feedback for analysis and decide further course of action. His discipline and compliance with instructions is appreciable.
Zonal Office Jaipur	Udaipur	Ms. Kanchana Khatarkar, SSA		Ms Kanchana Khatarkar is staying alone at Udaipur which is almost 900 kms from her native place Gwalior, MP. During the lockdown period when travel restrictions are imposed, she has attended Office on all days braving all odds. In availability of limited staff she has handled task of 3 DA Accounts and settled 562 claims during the period. She has responded promptly to all grievance cases. Displaying strong sense of self-motivation she has handled telephone queries at PRO cell on her own without being asked by administration to attend this additional task. In the challenging circumstances of COVID-19 pandemic she has raised herself and deserves accolades for her inspirational efforts.
Zonal Office Kanpur	Agra			
Zonal Office Kanpur	Allahabad	Sh. Salil Bihari Singh, SSA		Sh. Salil Bihari Singh, SSA has settled highest no of claims during the last week. Hence his name is nominated for best employee of the week.

Zonal Office Kanpur	Bareilly			
Zonal Office Kanpur	Gorakhpur			
Zonal Office Kanpur	Kanpur			
Zonal Office Kanpur	Lucknow			
Zonal Office Kanpur	Meerut			
Zonal Office Kanpur	Noida			

Zonal Office Kanpur	Varanasi			
Zonal Office Kerala	Kochi			Essential activities are being carried out in the office only due to the sincere and dedicated efforts of all the officers and staff who have attended office during this time. It is therefore felt that singling out certain individuals for recognition would be an injustice to all the others.
Zonal Office Kerala	Kozhikode	Shri. Sunil Kumar C. S , SSA		The Official is the caretaker of RO, Kozhikode. He has been attending office everyday, including closed holidays to make sure that necessary arrangements are made for the safety of the staff members and officers. The proper functioning of RO, Kozhikode is mainly due to the sincere and dedicated efforts of the caretaker.
Zonal Office Kerala	Kollam	Smt. Lekshmi. G, Sr.SSA		Smt. Lekshmi.G, Sr, SSA has attended the office and she has settled Covid-19 claims and other claims in multiple tasks/DAs. She also handled grievances in various platforms. She extracted data from the application software and shared it with those working from home. Her dedications towards is commendable. Her efforts have helped a lot in the overall performance of RO, Kollam.
Zonal Office Kerala	Kannur			RO kannur worked as a team whole week and achieved as a team. Therefore it will be unfair to single out one person. Therefore whole staff of Kannur may be considered as employee of the week.
Zonal Office Kerala	Kottayam			NO employee could be identified as the "Employee of the Week" for the 3rd week of April 2020

Zonal Office Kerala	Thiruvananthapuram			Essential activities are being carried out in the office only due to the sincere and dedicated efforts of all the officers and staff who have attended office during this time. It is therefore felt that singling out certain individuals for recognition would be an injustice to all the others.
Zonal Office KNGOA	Bellary	Sri Ambernath, SSSA		The official is sincere, responsible and he attends the office whenever any work is pending. Apart from this, he attends every other job which is assigned to him promptly. The Official is courteous and is available every time for disposal of the office work.
Zonal Office KNGOA	Gulbarga	Sri Mende Thirupathi, SSA		He has attended works of both Accounts and Pension Section. He has cleared all the claims of a particular task in Accounts and also done Pension Reconciliation for March 2020. He is always ready to come to office to attend work on priority even though he is scheduled to work from home as per Roster.
Zonal Office KNGOA	Hubli	Sri Ganapati R Tondehitlu, SSSA		Despite being specially abled, Sri. Ganapati R Tondehitlu, SSSA has not sought any leniency and has shouldered the responsibility of numerous claims disposed (393 claims settled) and grievances attended not only diligently but a notch above his contemporaries.
Zonal Office KNGOA	Chikamagalur	Sri Dharanesha G, SSSA		He has attended the office regularly during lock down period including on holidays. He has done works pertaining to Cash Section and has ensured that all the COVID 19 claims and other claims are processed at his level and amounts are credited to the members on time by coordinating with bank. He has also worked in accounts section as and when it is entrusted to him. Further he has worked with full dedication in Recovery Section (March end) as well. Eventhough he was assigned certain task (cash) as per roster duties, he still has risen up to the occasion and has disposed off any other additional tasks that were assigned to him in this challenging time.
Zonal Office KNGOA	Mangalore	Sri Robert Ronald Dsouza, SSSA		The official has attended the office work during the lockdown period on all the working days and also on holidays. He has done the work relating to disposal of COVID -19 claims in the Cash Section and has ensured that all the payment in respect of COVID-19 claims and non-COVID claims are processed and amount credited to the members account timely by coordinating with SBI.

Zonal Office KNGOA	Mysore	Sri Sampathkumar, DPA		Sri Sampath Kumar, DPA has played a vital part in clearing all the pending tasks of RO, Mysuru during lockdown period. He has attended office on all days during lockdown and has also worked from home during weekends. All the auto settled COVID-19 claims were verified by him also for overpayment and scrolled every day. He reached office early during lockdown and has distributed the claims among the caseworkers attending the office on a particular day and leaves office late after scroll, cheque generation, CCPAP and report generation. He has also helped other caseworkers in clearing the member grievances at the earliest. He has been an overall positive influence on all the staff to clear the pending tasks. Regional Office, Mysuru was able to clear all the claims received upto 15.04.2020 by 17.04.2020 because of the hard work and dedication of Sri Sampath Kumar, DPA and other caseworkers.
Zonal Office KNGOA	Raichur	Sri K Ramanjaneyulu, SSSA		Shri K Ramanjaneyulu, Sr.SSA has settled maximum number of claims both regular and covid 19 claims in time.
Zonal Office KNGOA	Shimoga	Sri S Gopalakrishna, SS		Though the employee is aged about 54 years, he has voluntarily to attend the office and took initiative in processing the claims. He has processed maximum claims in the office for the week ending 17.04.2020 and also processed Joint Declarations requests of the employees for Name/Date of Birth Changes etc. Besides he has also assisted in miscellaneous works of Accounts Section/Adm Section/PAC .
Zonal Office KNGOA	Udupi	Smt. Naik Vanitha Loku, SSSA		She has shown self motivation in these challenging times of lockdown period. This office has majority of staff above 50 years of age. Due to which human resource management itself was a difficult task. Mrs. Naik Vanitha Loku, SSSA being self motivation is regularly attending the office to clear the pendency of all sorts of claims including Annexure K, alongwith her regular work of preparing various reports/returns. This dedication of Mrs. Naik Vanitha Loku shows a sense of responsibility towards the mandate of EPFO in this lockdown period to serve the members especially in settlement of Covid 19 claims.
Zonal Office KNGOA	Goa	Sri Suhas Ingle, SSSA		He has attended the office regularly during lock down period including on holidays. He has done works pertaining to Cash Section and has ensured that all the COVID 19 claims and other claims are processed at his level and amounts are credited to the members on time by coordinating with bank.

Zonal Office Kolkata	Jalpaiguri	Gouranga Das, SSSA, Regional Office, Jalpaiguri		The said official has attended the office daily during the ongoing lock down period voluntarily and has attended his official duties in the capacity of Cashier enabling the office to impart service to the staff as well as the subscribers.
Zonal Office Kolkata	Darjeeling	Shri Buddha Vir Sarki Designation-LDC, Regional Office, Darjeeling		Achievement- As DA accounts he has worked towards timely settlement of covid and non covid claims which has resulted in speedy disposal and reduced pendency of claims. He also played an important role in reducing the member updation pendency to zero.
Zonal Office Kolkata	Port Blair	Mohd. Kasif, SSA, Regional Office, Port Blair		Processed maximum number of claims during lockdown period.
Zonal Office Kolkata	Kolkata	Regional Office, Kolkata		NIL
Zonal Office Kolkata	Siliguri	Regional Office, Siliguri		NIL
Zonal Office Kolkata	Barrackpore	Regional Office, Barrackpore		NIL
Zonal Office Kolkata	Durgapur	Regional Office, Durgapur		NIL

Zonal Office Kolkata	Park Street	Regional Office, Park Street		NIL
Zonal Office Kolkata	Jangipur	Shri. Rajeev Tiwari, SSA, Regional Office, Berhampore (Jangipur)		<p>During the COVID-19 lock down period almost all the staff stationed at Berhampore have attended the office. The attendance report of which are daily forwarded to Zonal. None of the staff or the officers have refused to attend the office. It is therefore nominating only one person as 'employee of the week' for coming to office during the lock down period will be unjustified. However, taking this as an opportunity, nomination of an employee who has taken extra responsibility and executed the work well during the lock-down, shall be motivating for himself and for the staff as a whole.</p> <p>In view of above and taking stock of the performance, I nominate Shri. Rajeev tiwari, SSA as 'employee of the week'. During the period, along with his regular work as care taker, he has volunteered to execute the work of DPA, with guidance of regular DPA Shri. Ashok over phone. He has attended the office on each day without any excuse and also coordinated in preparing reports and communicating duty rosters to staff. His nomination is basically for his spirit to coordinate, take up extra responsibility and to execute the work well.</p>
Zonal Office Kolkata	Howrah	Sri Tarun Basu, SSA, Regional Office, Howrah		<p>He himself volunteered for coming to office for settlement of claims during the lockdown period. His average claim settlement is highest in the office. Further he has helped in resolving many claim grievances.</p>
Zonal Office Patna	Bhagalpur	Shri Ashutosh Kumar, DPA		<p>Shri Ashutosh Kumar, DPA doing the best jobs in addition to his work allotted to him as a PRO, SS as a Account Section and pension Section and also settled the all claims during the above period along with provide the special scheme under Covid-19 by the Govt. of India. His duties is very appreciable.</p>
Zonal Office Patna	Muzaffarpur	Shri Nawal Kishore, DEO		<p>He has attended the office daily . He has seen to technical problems in the office . Moreover, he has been very positive in encouraging the staff dealing with Accounts/ Cash/Pension etc. and duly attended to their problems. He has also assisted in clearing pendency in pension.</p>
Zonal Office Patna	Patna	Shri Prakash, DPA		<p>Shri Prakash, DPA has attended the office daily during the lockdown and also attended on holidays. he has seen to all the technical problems in the office especially the ones related to auto processing of scrolls; generation of log-in as per recent guidelines etc. Moreover, he has been very positive in encouraging the staff dealing with Accounts/ Cash/Pension etc. and duly attended to their problems. He has also assisted in clearing the pendency in name/dob correction.</p>

Zonal Office Patna	Jamshedpur	Shri Tanmay Nandi,SSSA		Shri Tanmay Nandi, SSA is very sincere and responsible official in performing his official duty. Although he is not posted in Accounts Section, he has offered his services in accounts and he has attended office during lockdown and settled 620 claims during the week from 13.04.2020 to 17.04.2020 to clear the pendency. The claims settled by him are highest among all staff members of the office.
Zonal Office Patna	Ranchi	Shri Ashish Kumar Sinha,SSSA		He has attended the office daily during the lockdown and also attended on holidays. He has seen to all the technical problems in the office especially the ones related to auto processing of scrolls; generation of log-in as per recent guidelines etc. Moreover, he has been very positive in encouraging the staff dealing with Accounts/ Cash/Pension etc. and duly attended to their problems. He has also assisted in clearing the pendency in name/dob correction
Zonal Office Pune	Akola	Shri Prasad Mate, Sr.SSA		He has attended the office daily during the lockdown and also attended on holidays. He is looking after the work related to SS Accounts and Administration alongwith his own charge as Caretaker. He is always ready to come to office to attend work on priority even though he is scheduled to work from home as per Roster.
Zonal Office Pune	Aurangabad	Shri Mujkkir Khan		He has attended the office during the lockdown and ensured that the grievances received are duly disposed. During the preceding week, he has ensured that a total of 76 grievances received in EPF IGMS and 1 in CPGRAM were disposed. He has also helped in translation of press note to Hindi language.
Zonal Office Pune	Kolhapur	SHRI A K MAHADIK SR. SSA		SHRI A.K. MAHADIK SR.SSA WAS CALLED FOR WORK OF SETTLEMENT OF CLAIMS DURING LOCK DOWN PERIOD AND DURING THE WEEK OF 13/04/2020 TO 17/04/2020 HE HAS SETTLED 156 NO OF CLAIMS AMONG HIGHEST THAN OTHER. HE IS SINCERE AND RESPONSIBLE EMPLOYEE OF THIS OFFICE.
Zonal Office Pune	Nagpur	Shri Ishwar J Nimje,SSSA		The official is very sincere and attentive. He has settled 771 claims in the preceeding Month.
Zonal Office Pune	Nasik	M SATISH KUMAR, DATA PROCESSING ASSISTANT		Shri. M. Satish Kumar, DPA, is the "Employee of the Week". Being the only technical staff, he attended the Office everyday (since Lock Down) with dedication selflessly. He attended all the system related tasks viz Role mapping and task mapping daily to different set of accounting staff, generating reports related to Covid-19 (68-L3), attending grievance on phone and online [Facebook & Twitter], educating Employees and Employers on new scheme and to ensure proper submission of returns by the employers.

Zonal Office Pune	Pune 1	Shri Ratnesh Kumar Sinha,SSSA		He is a consistent performer despite the difficulties faced due to Covid 19 Pandemic.He has settled 325 claims. This achievement will certainly make encouragement and example to other officials.
Zonal Office Pune	Pune 2	Shri Sandip Sunny,Sr.SSA		As a true social security champion travelled 20 kms daily and volunteered to take up extra work and consistently settled around 300 claims per day. Inspired others to put all out efforts to reduce claim pendency
Zonal Office Pune	Solapur	Shri Umakant B Masali SSSA		Shri Umakant B. Masali, Sr.SSA has settled highest number of claims during the ongoing lockdown period from 30 March 2020 to 17 April 2020. He does not have single claim pending both in COVID and Non COVID category.He has been regularly coming to office, apart from regular claim work, the official has been giving replies to grievances under EPPiGMS. He is also correcting / updating KYC in Member data.Therefore, Shri Umakant B. Masali, Sr.SSA is declared as "Employee of the weak" for this week of Regional Office, Solapur.
Zonal Office Tamil Nadu	Coimbatore	---		this office is not in a position to determine the 'Best Employee of the week" due to the following reasons: The work done in respect of the accounts groups are clearly defined, whereas this is not so, in case of non accounts groups. The caretaking section has been working on almost all working days, to ensure the upkeep of the cleanliness, providing santiizers, to provide conveyance for transport of officials etc., The other non -accounts groups have also worked to send the returns/reports in time. Similarly, the performance parameters for cash section are also not clear. Hence, it is requested that more clarity may be provided in order to enable this office to arrive at a decision.
Zonal Office Tamil Nadu	Madurai	Shri A. R. Rajakannu, Sr. SSA		Shri Rajkannu has processed 135 claims at his level on 17.04.2020. He has two kids and even then he volunteered to work. Rajkannu came to office and helped the subscribers in this hardest times. Congrats to Rajkanu.
Zonal Office Tamil Nadu	Nagercoil	Shri S.Thangaraja Sr.SSA		Shri S.Thangaraja has processed 96 claims at his level for the week 13-04-2020 to 17-04-2020

Zonal Office Tamil Nadu	Salem	Sri. P. Velusamy, Sr.SSA		Sri. P. Velusamy, Sr.SSA, has attended all days during the assessment period and settled 411 claims of this office.
Zonal Office Tamil Nadu	Tirunelveli	Shri M. Balamurugan, Sr. SSA		Shri M. Balamurugan, Sr. SSSA has attended the office regularly apart from his caretaker duty. He has coordinated with officers and staff for smooth disposal of covid-19 claims as well as other claims. He has made the precautionary measures and sanitization of the office to secure the staff from corona virus.
Zonal Office Tamil Nadu	Trichy	J DHANASEKAR		He is very sincere and has settled 116 claims in a single day.
Zonal Office Telangana	Hyderabad Barkatpura	P Narasimhulu, SSA		He has settled 904 claims during the ongoing lockdown period till 17.04.2020. He doesn't have single claim pending both in COVID and Non COVID category. He has been regularly coming to office even before the office has prepared rosters for attending office. Recognizing him as a best employee of the week will be befitting for his contribution to the organization.
Zonal Office Telangana	Hyderabad Madhapur	K Sabitha, SSSA		The official has shown exemplary commitment and dedication to her job during these difficult times by attending the office almost every day voluntarily. She has worked with extraordinary efficiency and productivity per day by settling 1329 claims till 17.04.2020 and keeping nil pendency at the end of the day. In view of the above, she is the most deserving official to be recognized as employee of the week, which will be a nice gesture to recognize her contribution to the organization
Zonal Office Telangana	Kukatpalli	L Lokanadham, SSSA		Shri L.Lokanadham, SSSA, aged 56 years, is an employee working at EPFO, Regional Office, Kukatpaly. He joined in Government service in 1989 and in EPF Organisation in the year 1996. During this pandemic situation and lockdown, he is the only official volunteered on his own to attend to his duties to serve the poor subscribers at these critical times. The official is Diabetic, having past history of Brain surgery in 2017 and undergoing treatment for stress. Hence administration is reluctant to offer him duty and advised him to take care of his health considering his vulnerability to the infection. Despite these facts the official insisted and attended the office.

Zonal Office Telangana	Karimnagar	V Venkataramana, AO		Being at 55+ age, he volunteered to Supervise and dispose the pendency. He has attended office in all days during Lockdown period and brought down the pendency to below 03 days.
Zonal Office Telangana	Nizamabad	V Nagendra Kumar, SSSA		Shri.V.Nagendra Kumar has attended the office even during the lockdown period to carryout the redressal of Grievances and also settled claims entrusted to him beyond the regular call of duty. As and when call for by RPF-C-I, the official immediately responded and attended the work.
Zonal Office Telangana	Patancheru	B Nagasrinivas, SSSA		Shri B Naga srinivas, SSSA attended the office regularly and completed all covid claims, some covid claims are processed with Zero days also. He attended all the grievances and name/date of birth correction requests with no time.
Zonal Office Telangana	Siddipet	P Venugopala Rao, SSSA		Shri. P. Venugopala Rao has attended the office daily , even during the lockdown period , to carry out urgent office work , beyond the regular call of duty. He has liquidated all the bills pertaining to Care Taker Section before the end of Financial year i.e. before 31.03.2020 and also completed the work related to Balance Sheet in Care Taker Section. He procured the hand sanitizers, masks, gloves and cleaning services during the lockdown. He is not only Care Taker, but also looking after entire administration section and he being a Senior SSA also assigned SS Role for a day besides all works he cleared claim settlements also during Lock Down and he processed all bills pertaining to Previous year and present year in Administration Section
Zonal Office Telangana	Warangal	K Nageswara Rao, SSA		Despite testing times, the official has attended the office at all times whenever called for and has ensure that scroll/ccpap is done regularly and the amount is disbursed to the needy members in time.
Zonal Office Thane	Kandivali West	Smt. S.S. Pitre, SS		Smt. S S Pitre, Section Supervisor has been nominated as the Employees of the week from RO Kandivali west as Smt. S S Pitre has made approval of total 1799 claims with an average of 300 claims per day. She has also attended the office regularly.

Zonal Office Thane	Kandivali East	Ram Vivek, SSSA		Shri. Ram Vivek SSSA has attended the office during the lockdown period and he has settled 634 claims. He has also taken additional responsibility of claims settlement in respect of other Tasks in addition to his existing task. Besides, he has also attended to EPFIGMS on daily basis and has kept the pendency level to the minimum. He has been regularly coming to office even before the office has prepared rosters for attending office. He has cleared the work of online basic details modification of his task.
Zonal Office Thane	Thane North	Shri Rajhans Chandan, SSSA		Shri. Rajhans Chandan is at the forefront in settling claims during this difficult time of Covid 19 pandemic. The spirit of excellence and compassion for subscribers are evident in his actions. He has been very impressive and admirable with his quick settlement of claims and settlement of other transactions related to members accounts and ensured that there is no disruption in the performance of the office. He has settled 124 manual covid claims and 274 non covid claims and has settled 398 claims overall (Per Capita settlement of 57 claims) from 01-04-2020 to 17-04-2020. Apart from the aforementioned task, Shri. Rajhans Chandan also took the responsibility of verifying the correctness of the auto settled Covid 19 advance claims before the same could be sent to the cash section for further processing. He has verified 430 auto settled claims. At the same time he was carrying out changes in KYC details (Name, DoB change etc) and resolving grievances received at the office. The tireless efforts and dedication of Shri. Rajhans Chandan, during these trying times are commendable and deserves appreciation.
Zonal Office Thane	Thane South	Shri. Himanshu Soni, Sr.SSA		In this Covid-19, coronavirus pandemic circumstances, a good no. of officers & staffs, have attended the office as per roster & also on the holidays and have worked very hard to decrease the no. of pendency of claims of RO, Thane (South). Hence, it is a performance of team work which has contributed to lowering down the pendency of claims during such a lockdown situation. However, Shri. Himanshu Soni, Sr.SSA, has worked not just in concentrated manner but in different aspects i.e. Settlement of claims, work related to Name & Date of birth corrections, huge no. of transfer in cases, Returned/ rejected cases, Grievances. He has also attended the office without rosters & has given his utmost efforts to lower down the pendency of claims. He is a real motivation to all others for performance of outstanding work carried out in such a difficult situation.
Zonal Office Thane	Vashi	Shri D V Khasgikar, Section Supervisor		Shri D V Kasgikar, SS believes that the current Lockdown period is a matter of national cause and in these testing times, he stood with the needy and poor to support EPFO RO Vashi deliver the public service mandate. He has attended the office regularly during these tough covid times of no transport and has been working round the clock to dispose off maximum number of claims averaging 200-250 daily. Also rising to the occasion of very low staff attendance, he worked contributing to the Covid claims settlement in the best interest of this office.