INDIAN NAVY

सत्यमेव जयते

शं नो वरुणः

EXPERIENCE - CUM - TRADE CERTIFICATE

GENERAL INFORMATION ON RETIREMENT

NAME : SURESH KUMAR RANK : MC MECH (AL) II (HON.SUB.LT)*

PER. NO. : 177781Z DATE OF BIRTH : 10 Aug 1974

JOINED ON : 17 Jul 1992 RETIRED ON : 31 Jul 2024

COURSES / EXAMINATION UNDERGONE IN SERVICE

COURSE NAME	QUALIFIED ON
MODIFIED AIRMAN SHIP	05/06/1993
ELECTRICAL MECHANIC AIRCRAFT	07/08/1993
QUALIFIED TO MAINTAIN KAMOV 28 HELICOPTER	14/12/1993
QUALIFIED TO SIGN AIRCRAFT MAINTENANCE WORK	14/12/1993
ELECTRICAL MECHANIC AIR I	17/11/1994
LEADING ELECTRICAL MECHANIC AIR (PROV)	19/10/1996
LEADING ELECTRICAL MECHANIC AIR	27/12/1997
MECHANICIAN AIR ELECTRICAL 4	22/04/2000
QUALIFIED TO MAINTAIN TUPLOV 142M AIRCRAFT	31/08/2000
PETTY OFFICER LEADERSHIP COURSE	30/12/2000
SUPERVISORY CERTIFICATE	04/01/2001
MECHANICIAN AIR ELECTRICAL 3	28/09/2001
UNIT CERTIFICATE	28/09/2001
FLIGHT SERVICING INSPECTOR CERTIFICATE	01/11/2001
CHIEF MECHANICIAN AIRCRAFT ELECTRICAL	15/01/2005
CHARGE CERTIFICATE	17/01/2005
ADVANCED MCPO MANAGEMENT COURSE	22/06/2005
QUALIFIED TO MAINTAIN MIG 29K AIRCRAFT (OEM)	01/11/2008
QUALIFIED TO MAINTAIN MIG 29K AIRCRAFT	30/04/2010
PCT IAC 1(AL)	09/09/2019

* MASTER CHIEF MECHANICIAN (AIR ELECTRICAL) II (HONORARY SUB LIEUTENANT)

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A. Core Competencies

1. Leadership and Management

a) A competent technical Honorary Commissioned Officer, with over 32 years of vast experience as an Engine Room Artificer/ Electrical Artificer / Air Electrical / Air Engineer /Air Radio/ Air Weapon/ Hull Artificer; responsible for:

i) Electrical / Engineering Branch Onboard Various Warships / Aircraft.
ii) General Administration
iii) Material Management
iv) Security
v) Logistics
vi) Liaison
vii) Operations and Maintenance of Main and Auxiliary machineries/ Electrical, Electronics and Weapon equipments.

b) Extensive trade experience with a proven track record of attending various professional courses, thus ameliorating knowledge domain.

c) Planning, forecasting, setting objectives and determining courses of action, thereby efficiently preparing for any eventuality.

d) Significantly handled wide range of assignments, concurrently in a multitude of situations.

e) Trained in investigation of complaints and concerns, evaluating and offering possible courses of action, providing advice, guidance and direction.

f) Possess excellent motivation/ leadership qualities/skills, with the:

i) Capability in displaying the confidence needed to face the toughest leadership challenges.
ii) Ability to understand the purpose, objective, practice and procedures of department.

g) Possess the ability to deliver results in time bound situations.

2. Team Management and Motivation

a) Possess excellent communication, collaboration and team building skills.

b) Understanding of the:

i) Principles of people management and motivation.
ii) Effective means of influencing, motivating and ensuring effective results in a variety of situations.

c) Skills in negotiating and communicating with teams & individuals.

d) Trained & instructed to have a high sense of commitment, thereby striving for the achievement of excellence.

e) A team player, with the ability in delegating people with complimentary skills for maximum team effort and effectively draws on the strength of all team members.

f) Distinction of initiating & implementing the rewards / recognition programme for motivating employees.

g) Proficiency in grasping new technical concepts and utilising the same in a productive manner.

3. Administration

a) Implementing staff welfare policies and organising staff welfare activities such as transportation, housing, security, personal accidents, insurance etc. thereby enhancing employee motivation.
b) Supervising catering/ housekeeping / transport activities in the organisation.
c) Ensuring optimum and effective utilisation of funds in providing congenial work environment and basic amenities in the work premises.
d) Formulating operation budgets and taking adequate measures to ensure optimum utilisation of available funds towards the accomplishment of group objectives.
e) Managing time /office activities and maintaining the attendance/ leave records necessary for processing payrolls of employees.
f) Handling employee grievance & looking after the disciplinary action, canteen management & maintenance of harmonious employee relation.
g) Administering the performance management programme including periodic performance review and appraisal for staff members.

4. Liaison/co-ordination

a) Maintaining excellent relations with:
   i) Higher echelons
   ii) Statutory & regulatory bodies
   iii) Vendors and Contractors
   iv) Private firms and Government Officials
b) Efficiently co-ordinating with the various departments for the finalisation of deliveries as per service levels.
c) Ensuring internal cohesion in the organisation by maintaining clear communication network between the levels.
d) Extensive travelling to various sites to supervise work.
e) Clears up misunderstanding caused by unclear job expectations.

5. Crisis and Disaster Management

a) Managing operations during the actual crisis in the amidst of the event to the degree that the events can be managed.
b) Co-ordinating with the organisation response to a crisis/ emergency (fire, floods and accident) in an effective and timely manner.
c) Planning disaster/ emergency management programme.
d) Overseeing the maintenance function involving scheduling of preventive, corrective & shut down maintenance to maximize availability and reliability of machinery & equipment.
e) Arranging security of Equipment, Men, Materials and Information.
f) Restoring 'Internal Security' by aid to Civil Authorities.
g) Qualified in firefighting and escape route drills for quick responses during crisis and emergencies.

B. Branch Specialisation

Air Artificer / Air Mechanician

Maintenance Operations (Air Craft/ Ground Support Equipment & Vehicles)

a) Planning, organising and administration of flight servicing and routine servicing of aircraft held in squadrons, ships or air stations. Organising and supervising operations and

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maintenance of ground support equipment and ground powered vehicles used in aircraft servicing work.

b) Supervising the aircraft handling movement, jacking & lifting at shore & afloat.

c) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.

d) Proactively identifying areas of obstruction/breakdowns.

e) Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M expenditures and work within the budget.

f) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turn around responses and efficient solutions. Formulating the alternate servicing / repair procedures.

g) Conducting a statistical analysis of failure / breakdown of systems.

h) Highly skilled in:

i) Functional testing and defect rectification of aero engines, control systems and air frames, aircraft systems, hydraulic and numatic systems etc.

ii) Non destructive testing or systems using methods such as eddy eddy current.

iii) Ultrasonic testing.

iv) Tool control procedures.

v) Salvage of crashed aircraft.

Administration

a) Recording and certifying the servicing and maintenance work, including forecasting and preparation of statistical data.

b) Preparing/ generating reports and preparing technical instructions & publications.

c) Organising and supervising the technical library consisting of aircraft publications and books of reference.

d) Administrating the aircraft maintenance control office where all aircraft related documents are held.

Materials / Store Management

a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the materials and establishing the quality & quantity limits for effective inventory.

b) Forecasting and reviewing the inventory requirement. Competency in storage / preservation of aircraft/equipment including servicing during storage, and packing / transportation of inventory.

c) Streamlining the system and procedures for effective inventory control for ensuring ready availability of materials.

d) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.

e) Overseeing the store management and maintaining reduced inventory levels. Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures.

Quality Assurance and Control

a) Ensuring the adherence to quality standards and maintaining all related documents.

b) Identifying areas of quality failures and taking steps to rectify the system.
c) Practicing quality standards with key emphasis on improving quality and cost benefits.
d) Inspecting serviced work carried out on aircraft / equipment, thereby ensuring compliance of standard operating procedures.

Human Resource Management/ Training and Development
a) Mentoring and monitoring a team of staff personnel, thereby ensuring optimum performance.
b) Designing/ developing training modules & organising training programme for trainees, both on fields as well as in classrooms.
c) Developing and preparing presentations to support instructions. Knowledge in scientific methods of organising men efficiently on board ships and ashore.

C. Area of Exposure

Air Technical MECH (AL) (Aircraft Technician Electrical)

Operations and Maintenance
a) Overseeing operation and maintenance of advanced aircraft electrical,instruments,flight control and navigational systems.
b) Identifying and rectifying complex defect on airframe and engine systems.
c) Establishing:
i) Workshop test benches for servicing air electrical components using CRETE and STTE equipment.
ii) Battery work shop and serving/maintenance of various aircraft and domestic batteries.
d) Carrying out testing of printed circuit board of aircraft electrical equipment.
e) Carrying out Non destructive testing on aircraft structure and engine parts using advanced techniques.
f) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.
g) Overseeing the store management and maintaining reduced inventory levels,using management system software.
h) Maintaining the stock of material without any variance by conducting stock verification and documentation.
i) Imparting on job instruction to trainees in developing various aircraft maintenance skills.
j) Carrying out the duties of flight inspector and supervisor in preparing the aircraft for routine and operational sorties.
k) Looking after the calibration,testing/tuning of various gauges and equipment in workshops.

Professional Courses

Petty Officer Leadership
a) Developing Leadership Qualities of Senior Sailors.
b) Taking in-charge of group of men and maintaining discipline among subordinates and leading the efforts for planning.
c) Organising and executing various task of service.

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d) Attaining competency in Human Resource Management Aspect of Leadership.

CPO Management

a) Assuming higher responsibilities
b) Handling managerial task such as planning,supervision and controlling the departmental section.
c) Providing strong and effective link between subordinates / officers and guiding juniors for promotions and discipline.
d) Building competency in handling assigned task through proper planning,visionary approach and smooth execution

Station : MUMBAI - 400 088 (Pradeep Kumar)
Date : 31 JUL 24 Captain
OIC Release Centre

INDIAN NAVY
*** NO DUPLICATE WILL BE ISSUED ****

LAST PAY CERTIFICATE

NAME:SURESH KUMAR RANK:MC MECH (AL) II (Hon. SLt) PNO:177781-Z

DATE OF ENROLLMENT:17-JUL-92 TYPE OF DEMOBILISATION:RELEASE (PLANNED)

CADRE/BRANCH:AIR ELECTRICAL MECH (MECHDATE OF DEMOBILISATION:31-JUL-24

AUTHORITY OF DEMOBILISATION:LRDO I : 07/2024

1. The particulars of Pay and Allowances drawn by the above named Ex.Hon. Commissioned Off at the time of his release from the Naval Service are as follows :-

SER.	PARTICULARS OF P & A	AMOUNT IN Rs
(a)	Pay in Pay Band	80000
(b)	Military Service Pay	15500
(c)	Air Worthiness Allowance	844
(d)	Aeronautical Technical Allowance	563
(e)	Transportation Allowance(With DA)	5400 (50%)
(f)	Dearness Allowance	47750 (50%)
	Total	150057

2. The following entitlements have been provided to the Ex. Hon. Commissioned Officer whilst in service:-

(a) Govt Accommodation (HRA when Govt Accommodation is not provided @30% (Class X city),20%(Class Y city) and 10% (Class Z city) of Basic Pay per month,as applicable.

(b) Ration(Ration Allowance when free ration is not provided @ Rs.4651.00 per month.

(c) Medical facility for Sailor and dependent Family.

(d)Dress Allowance once every year @ Rs. 12,500.00/.

(e) Children Education Allowance @ Rs. 33,750.00 per child per year upto a maximum of two children as applicable.

(f) LTC to home town(to any destination within India in lieu of home town every alternate year)every year for self and dependent family by Economy/ Business/III/II/I fare of Air/Train,as applicable.

Note - It is certified that there is no provision in Indian Navy to grant special increment to sailors on acquiring Graduation Degree. Hence, the above mentioned ex-sailor/Hon. Commissioned Officer was not paid any Graduation Allowance/Increment in Indian Navy.

NO : S/DEMOB/177781

Naval Pay Office
SFS Road
Mumbai - 400 023

Electronically Signed by :
LIEUTENANT SAHIL BAHRI
DLO(S/DEMOB)
FOR LOGISTICS OFFICER-IN-CHARGE
ON :16-Jul-2024

STATEMENT OF ENTITLEMENT FOR JUL-2024

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

CREDITS	RS	DEBITS	RS
[illegible]	[illegible]	[illegible]	[illegible]
DA	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	R-TET	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	10,5[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
TET-DA	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
[illegible]	[illegible]		
DRESS-A[illegible]	12,5[illegible]		
A-RMA	3,001		
A-LVE-RMA	4,35[illegible]		
TOTAL CREDIT	2,41,7[illegible]	TOTAL DEBIT	32,2[illegible]

REMITTED RS. 2,09,569 TO A/C NO. 0072115[illegible] HDFC BANK, IFSC CODE(HDFC0000072) BANK ADDRESS : DAMODAR BUILDING, GROUND FLOOR, VASCO-DA-GAMA, GOA

MISCELLANEOUS CREDIT DETAILS						
CREDITS	FROM	TO	SOURCE	REFERENCE	DATE	AMOUNT
A-TPT-DA	01-Jan-2024	30-Jun-2024	NAVAL PAY OFFICE	Auths No. 48/2407039536	01-Jul-2024	10,5[illegible]
A-PKAL	28-Jan-2024	30-Jun-2024	NAVAL PAY OFFICE	Auths No. 48/2407039536	01-Jul-2024	[illegible]
A-TPTAL	01-Jan-2024	30-Jun-2024	NAVAL PAY OFFICE	Auths No. 48/2407039536	01-Jul-2024	[illegible]
DRESS-ALW	01-Jul-2024	30-Jun-2025	NHQ DPA	PA/040712	21-May-2024	12,5[illegible]
A-RMA	03-Jun-2024	22-Jun-2024	HQ GOA	[illegible]	03-Jun-2024	3,001
A-LVE-RMA	23-Jun-2024	21-Jul-2024	HQ GOA	[illegible]	24-Jun-2024	4,351

MISCELLANEOUS DEBIT DETAILS						
DEBITS	FROM	TO	SOURCE	REFERENCE	DATE	AMOUNT
R-TPT-DA	01-Jan-2024	30-Jun-2024	NAVAL PAY OFFICE	Auths No. 48/2407039536	01-Jul-2024	[illegible]
R-TPT	01-Jan-2024	30-Jun-2024	NAVAL PAY OFFICE	Auths No. 48/2407039536	01-Jul-2024	[illegible]
R-DRESS-ALW	01-Aug-2024	30-Jun-2025	NHQ DPA	PA/040711	[illegible]	[illegible]
R-LRA	01-Apr-2024	30-Jun-2024	IHQ MOD(N)/DOV	IG 2024 - IMPLEMENTATION OF LRA	[illegible]	[illegible]
R-LRA	18-Jan-2024	31-Mar-2024	IHQ MOD(N)/DOV	IG 2024 - IMPLEMENTATION OF LRA	[illegible]	[illegible]

CUMULATIVE SALARY STATISTICS OF THE CURRENT FINANCIAL YEAR					
UP TO	GROSS-SAL	AFPP FUND	[illegible]	GROSS-CESS	[illegible]
[illegible]	744950	[illegible]	[illegible]		

AFPP FUND BALANCE AS ON 01-Jul-24 IS Rs. 12,02,500 (NON - TAXABLE - 12,02,5[illegible], TAXABLE - 0) (LAST VOUCHERS [illegible]) [illegible]

NGIS Maturity Amount is Rs.15,13,561

[illegible] The details of MoU concluded by [illegible] with various banks, along with associated [illegible] on [illegible]

[illegible] Policy Letters->MOU with Banks. All personnel are to go through the same and [illegible]

Team [illegible] wishes you and your family a happy and [illegible]

The Payment Authority for payment of LE and FF uploaded on internet website of [illegible]

PROCEDURE TO LOGIN ON INTERNET WEBSITE POST RETIREMENT - [illegible]

password - personal details - otp to email - set new password - relogin

The statement is for information purpose only. 30 Jul 2024 [illegible]:31:57 Report Generated [illegible]