

## **Group Captain Alok Kr. Chatterjee (veteran)**

**Permanent Address:** House number 27

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**Communication Address :** House number 151

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### **Self Appraisal/ Skill set.**

- Commissioned in to the ‘**Administrative Branch**’ of Indian Air Force in the rank **PILOT OFFICER** on 23 Dec 1983 Promoted to the rank of **GROUP CAPTAIN** on 23<sup>rd</sup> December 2009. Served in Eastern, Central, Training, Western Maintenance, South Western Air Commands and Air Headquarter of IAF. Awarded Service medals for serving in Assam-Bengal, Rajasthan and for Operation Pawan in the Island of Sri Lanka and commended by AOC-IN-C, HQ SWAC IAF for meritorious service. Demonstrated the ability to achieve given tasks in time with quality output as a team leader and as a team member.

### **Summary**

- Started my career as an ATC officer and continued for next 14 years of my services in the same field,in different role of duty ATCO, senior ATCO at two of the premium fighter and training flying bases.
- During this period ,participated in AAI and DGCA conducted meetings of airspace management and sharing with military flying commitments, aerodrome security meetings with BCAS.
- During the strike of Civil ATCOs manned channel of chennai and Mumbai ATC.
- Active association with AAI at Chennai for realigning our airspace and timings along with establishment of data sharing on real time basis had helped in

achieving flight safety as well as better figure of flying task.

- 34 years+ Experience in Administrative & Supervisory skills, Discipline and Human Resource Management, Qualified in Land Acquisition, Land Asset Management, Land Revenue – Records Maintenance, Implementation of Encroachment Eviction, Processing cases for award of compensation.
- Member Assessor in Services Selection Board Dehradun and Varanasi.
- Qualified Instructor for Group Testing Officers Course with six years experience.
- Formulating Training Module and Schedule for Wok Services and GTO Training.
- Business Management from **IIM**, Calcutta.
- Good communication, interpersonal, organizational, and leadership skills.
- Dedication and drive as a hard-working individual.
- Good Analytical, logical and mathematical skill.
- Team management and problem solving abilities.
- Ability to deal with people diplomatically.
- Ability to motivate people to bring out their best.

## **Professional Experience**

**1983 December – Till 30 Nov 2017      Indian Air Force**

**Present Rank: Group Captain(Retired) Designation prior retirement:  
Director of Works (Policy and Coordination)**

### **Primary Responsibilities and Tasks**

- Make tenable policies related to uniform applicability of the nuances at field level with ease.
- Make a good collation of the annual works plan collected from various command head quarters, so as to present it to ministry of defence in time.
- Make a faultless works plan and schedule to arrest any possibility of time over run resulting into cost overrun.
- Promoting Civil Entrepreneurs from the field of Alternate Renewable Energy Resource.

- Prepare a flow chart to keep a hawk eye over the expenditure and progress of the work.
  - In-charge of Administration of airbase and coordinating its administrative requirement like, record-keeping, construction & maintenance, house-keeping, sanitation, security and vigilance with all concerned agencies.
  - Responsible to the Commanding Officer for projection of funds and there after budgeting and allotment of public funds made available by the Government for running of an airbase.
  - Looking after the educational requirement of troops, conducting promotion exams, and organizing and holding of recruitment exams for selection in the Officer cadre of IAF.
  - Responsible for procurement & distribution of Office equipment, Stationery, Liveries for cleaning staff & maintenance items for all sections and units of an airbase.
  - Looking after the maintenance & upkeep of roads, buildings, gardens, conservancy, and runway and associated areas by liaising with MES (Military Engineering Service) for proper upkeep and timely maintenance with judicious use of budgeted public fund.
  - Successfully carried out Board of Officers as Presiding Officer/Member to look into the requirement of construction of new offices, technical installations, houses for troops, parking lots, water tanks, shopping complexes and messes etc.
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- Responsible for the smooth running of messes for Officers, SNCOs (senior non Commissioned Officers) & Airmen by making available in time consumables, ration and manpower.
  - Independently commanding and managing shift personnel and Fire Fighting & Rescue Services of the aerodrome during tour of duty as Air Traffic Control Officer.
  - Design and conduct of Induction, On the job and Continuity Training for personnel on Security, Counter intelligence, Health and Safety aspects.
  - Plan and conduct periodic Emergency drills, Maintenance Programmes and Drafting Standard Operating Procedures (SOPs)
  - Presiding officer / Member of Board of Officers to enquire Accidents/Incidents, Risk Assessment, Safety Auditing, Safety Inspections, Quality Assessment, Fund Utilizations etc
  - Conduct periodic safety committee meetings, liaison with civil& police authorities and fire brigades. Formation of anti-malaria teams and conductor of 'Free from infection'

tests.

- Responsible to ensure discipline, morale, motivation, physical fitness and welfare of the personnel. Conducting Parades, Physical Training and Range Firing for the personnel periodically. Experience of handling weapons.
- Responsible for conducting organized sports tournament for troops at local, command and intra unit levels. Also conducting marathons and bike expeditions.

**1980 - 1982**

**Canara Bank**

- Worked as Probationary Officer in Canara Bank, Aligarh.

**1978- 1980**

**Parke Davis**

- Worked as Medical Rep with M/s Parke Davis, Patna.

### **Educational Qualifications**

- Master of Arts (Agra University, 1980).
- Bachelor of Science (Magadh University, Gaya, 1978).

### **Personal Achievements**

- Advanced Security & Intelligence Course (for Officers) from **Air Force Intelligence School**, Pune.
- Certificate course in. Business Management from **IIM**, Calcutta.
- Disaster Management Course, Sardar Patel Inst. Of Public Administration, Ahmedabad.
- Pre-Commissioning Course from **Air Force Academy**, Hyderabad
- Basic Air Traffic Control Officers Course from **Air Force Academy**, Hyderabad

- Ground control approach Course from **Air Force Academy**, Hyderabad,
- Course on Leadership and Behavioural Sciences from **College of Air Warfare**.
- Junior Commanders Course from Air Force Administrative College
- G T O Course, **DIPR** New DELHI

## Personal Details

- **Born on 1<sup>st</sup> December,1960**
- **Language:** English, Hindi and Bengali.
- **Marital Status:** Married.
- **Nationality and Religion:** Indian and Hindu.
- **Driving License:** Valid Indian Driving License.

## Permanent Address

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