

Lieutenant Colonel Pramod Singh Atri

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OVER 28 YEARS OF EXPERIENCE IN INDIAN ARMY IN TOP/ SENIOR LEVEL ASSIGNMENTS IN HUMAN RESOURCES/STRATEGIC MANAGEMENT, MAJOR EXECUTION OF PROJECTS, SUPPLY CHAIN MANAGEMENT, FINANCE MANAGEMENT, INFRASTRUCTURE DEVELOPMENT, SECURITY INITIATIVES AND MEASURES, ADMINISTRATION AND TENANTED SENSITIVE APPOINTMENTS WITH AN ORGANISATION OF REPUTE

1. PERSONAL DETAILS.



- (a) Date of Birth : 15 Sep 1971
- (b) Date of Premature Retirement : 01 Jul 2019
- (c) Present Address :

**Office Address Upto 01 Jul 19**

Lt Col Pramod Singh Atri  
Effective Record Group  
EME Records,  
Secunderabad  
Telangana – 500015

**After 01 Jul 19**

B-173, Shardha Puri Phase-II,  
Inside Defence Enclave,  
Sardhana Road, Kanker Khera,  
Meerut Cantt-250001  
Uttar Pradesh

(d) Education.

(i) Academic.

Name of School/College attended	Examination	Year
Kendriya Vidyalaya, ASC, Bangalore	C.B.S.E.	1987
Kendriya Vidyalaya, Dogra Lines, Meerut Cantt	C.B.S.E	1989
Meerut College, Meerut	B.Com	1992
Meerut College, Meerut	M.Com	1995

(ii) Professional/Technical.

- (aa) Awarded 'D' grading in Diploma in Information Technology (27 Dec 2006 to 30 Jan 2007).
- (ab) Awarded 'A' grading in Special List Officers' Law Course (12 Jan 2015 to 07 Feb 2015).
- (ac) Awarded 'B' grading in ADP (SAP) (30 Jul 2014 to 09 Sep 2014).

(e) Language Proficiency (Writing and Speaking).

- (i) English (ii) Hindi

(f) Software Skills.

- (i) MS Office (Excel, Access, Power Point and Word).
- (ii) Basic knowledge of SQL.

- (g) Aspirations. Placement at management or executive level in any organisation of repute.

## 2. GROWTH PATH.

- (a) Joined Indian Army on 05 Oct 1990. Tenanted various appointments in administration, finance, human resources management.
- (b) Tenanted various appointments as Lieutenant, Captain, Major and Lieutenant Colonel equivalent to Assistant Director, Deputy Director and Joint Director from 02 Jul 2005 to till date.

## 3. PROFESSIONAL ACUMEN .

- (a) A seasoned professional with over 28 years of diverse experience in the Indian Army in various significant appointments.
- (b) Having extensive knowledge in Major Execution of Projects, Human Resources/ Strategic/Finance/Materials/Supply Chain Management, Planning manoeuvres, Budgeting, Infrastructure Development, Manpower Planning and Management, Recruitment, Screening for Promotion, Rendition of Annual Confidential Reports, settlement of pensionary benefits of battle casualties and other deaths while in service, selection for foreign assignments, honorary commission and grant of gallantry and distinguished service awards.
- (c) Deftness and extensive experience in handling security/related issues/functions and its management for safeguarding public property and assets of the Nation. Specialisation in preservation of service and historical records of old vintage.
- (d) Expertise in handling pay and allowances and processing pension of soldiers over Three successive Central Pay Commissions from 1990 onwards and handled lakhs of cases and millions of amount involved with utmost care and attention for the entire satisfaction of the Soldiers, Veterans and their families.
- (e) Devising and effectuating Human Resource Management policy for serving Army Soldiers, Ex-Servicemen and their widows/Next of Kin.
- (f) An effective communicator with exceptional inter-personnel skills and hands on experience in training, development, capability building of subordinates and team members.

## 4. KEY PERFORMANCE AREAS.

### (a) Strategic Management.

- (i) Conceptualizing and implementing all round development plans/policies for accomplishment of designated targets in data-management, digitization of documents, online processing and remittance of pay and pension lakhs of soldiers of different military installations.
- (ii) Handling safety and security of men, material, information and equipment during all contingencies of sabotage, subversion, espionage, fire hazards, cyber security and transformation of Record Offices into a very effective cohesive, vibrant, healthy and strong outfit.
- (iii) Ensuring total transparency in the functions of all Human Resources related issues in Record Offices.

### (b) General Administration.

- (i) Overall co-ordination with different internal departments & divisions as well as external civil agencies for smooth functioning.
- (ii) **Handling Govt lands** - its acquisition, proper documentation, keeping free from encroachments in co-ordination with relevant revenue and civil authorities.
- (iii) Involved in event management encompassing planning, co-ordination and conduct of frequent presentations, seminars, workshops and Conferences.
- (iv) Vast experience as Accounts Officer in various capacities inclusive of handling various public funds at various levels. In addition has discharged huge financial responsibilities involving planning and expenditure of budget under various heads and its audit.

- (v) Defending legal cases on behalf of Union of India at various courts of law throughout India including Apex Court, High Courts and Central Administrative Tribunal in respect of serving and retired personnel including Defence Civilian Employees.
- (vi) Ensured high standard of hygiene and sanitation in and around unit installation. Headed by self to ensure health of employees and their families as prime importance.
- (vii) Always kept employee self-motivated to achieve regular higher standards.

**(c) Human Resource Training.**

- (i) Undertaking regular training/course for unit members for their employment, Human Resource issues, to execute any peace time task and for their mental and physical growth to improve their promotional prospects and better employability.
- (ii) Formulating policies on man management to include documentations, career management, promotion, annual confidential reports, leave, pay & allowances, grant of pension, death benefits and other welfare activities for employees and their families.
- (iii) Teaching experience including formulating syllabus, lesson plans, evaluation of training and organizing various developmental activities.
- (iv) Imparting regular re-settlement training to employees superannuating from Service for second career opportunities.
- (v) Taking responsibility for each individual's morale, welfare and readiness for action. Producing briefings, reports and presentations. Effectively distributing equipment, resources and manpower to achieve objectives.

**(d) Management of Defence Employees.** Ensured suitably employed of women employees keeping in view their security, safety, career management which is relatively much more complex in nature and also looked after their welfare and career progression.

## 5. ACHIEVEMENTS.

(a) For the high caliber, dedicated, professionally competence and able guidance to the subordinates, taking decision in the interest of the organisation and for displaying exemplary dedication to duty far beyond the call of routine obligations, I was awarded with **'Commendation Card from the General Officer Command-in-Chief, Central Command'** on **26 January 2012**.

(b) **Award of ISO 9001 : 2008 Certification.** With optimal utilisation of funds, creation of requisite infrastructure, looking after career of 22,000 serving soldiers and welfare of 70,000 Ex-Servicemen and Veer Naries in consonance with the corporate world standard. Automation and its link with web page has led to transparency, reliability, user friendliness and all round satisfaction. System to reach out to Veterans/Veer Naris, mechanism to promptly redress their grievances, selfless and cohesive hard-work, sincerity, dedication and professional competence displayed under my guidance and leadership Records The Garhwal Rifles received most prestigious award of **"ISO 9001 : 2008 Certification"** on **06 Jun 2015** from the "Royal Impact Certification Ltd" ISO fraternity after extensive surveillance, analysis and audit.

6. My motivation, energy, creativity and excellent skills have allowed me to be very successful in my career. I believe that my education and experience make me an ideal candidate for this position.

7. I assure you for giving Leadership, Career management of employees, Critical Thinking, solution oriented, results driven, strategic planning, coordination planning, persuasion skills, collaboration, creativity, attitude management, team work, professional brand, communications, problem solving meeting planner, time management, travel planning, task and time management, analytical thinking, creative thinking, conceptual thinking, empowers others, flexibility, interpersonal awareness, interpersonal relations, persuasive communication, business acumen

Thank you very much for your time and your consideration.

With Thanks and Profound Regards

Yours Sincerely,

Pramod Singh Atri  
Lieutenant Colonel