

Executive Record Sheet for Indian Cost Accounts Service Officers

1 Name : SURAJ KUMAR PRADHAN
 2 Date of Birth : 14-09-1978
 3 Sex (Male/Female) : Male
 4 Place of Domicile : Odisha
 5 Languages
 a) Mother Tongue : Odia
 b) Indian Languages Known : Hindi English, Odia
 c) Foreign Languages Known : NIL
 6 Date of Joining ICoAS & Allotment : 04-06-2008 2008
 7 Category (SC/ST/OBC/UR) : ST
 8 Email Address : skpradhan.icoas@nic.in
 9 Qualification Details :

S.No	Degree/ Diploma	Institution/ University	Main Subject(s)	Year of Passing/ Division
1	M.Com	Utkal University	Statistics, Finance, Operation Research, Marketing, Management, Economics, Company Accounts, Direct Taxation	2000 & 1st Division
2	ICWA	Institute of Cost Accountants of India	Accounting, Costing, Audit, Taxation, Management Accounting, Cost & Management Audit, Valuation Management etc.	2005 All India 13th Rank in Final
3	LLB	Utkal University	Jurisprudence, Constitutional Law, Civil & Criminal Procedure Code, Company Law, Labour Law, Evidence Act etc.	2005 & 2nd Division

10 Experience Details :

S.No	Designation	Level/Grade	Department/ Office	Cardre Post Or Deputation Post (Central Staffing or others)	Major Experience	Period (From/To)
1	Junior Assistant	Lower Level, Grp-C	The Orissa State Co-operative Milk Producer's Federation Ltd, Bhubaneswar	Cadre	Computer entry of Vhrs & Cash book, Stores & accounts reconciliation	11-05-2003 to 31-10-2003
2	Junior Accounts Officer	Middle Level, Grp-B	Bharat Sanchar Nigam Ltd, Gadchiroli, Maharashtra	Cadre	Finalisation of Accounts, Cost records, Customer Care, Tax Compliance etc.	03-11-2003 to 31-05-2008
3	Asst. Director (Cost)	JTS, Grp-A	Office of Chief Adviser Cost	Cadre	Determination of Cost of production and fixation of Price of the products by PSUs and other organisations to GOI.	04-06-2008 to 20-02-2009

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4	Asst. Director (Cost)	JTS, Grp-A	Naval Dockyard, Visakhapatnam	Cadre	Costing of Refit of Naval Ships and Yards, Preparation and consolidation of annual refit costing	21-02-2003 to 25-12-2012
5	Dy. Director (Cost)	STS, Grp-A				26-12-2012 to 30-06-2014
6	Dy. Director (Cost)	STS, Grp-A	Central Excise Commissionerate, Bhubaneswar Zone	Cadre	Scrutiny of Audit plans, Coordination of MLU Audits, Audit planning of allocation of unit for audit etc.	01-07-2014 to till date

11 Training Details (Domestic/Foreign)

S.No	Year	Training Name	Institution	City/Country	Domestic/ Foreign	Duration (In weeks)
1	2010	Induction Training Programme	Official (Office of Chief Adviser Cost)	Delhi/ India	Domestic	1 Week
2	2011	Induction Training Programme	Official (Office of Chief Adviser Cost)	Delhi/ India	Domestic	2 Weeks
3	2016	Training of Goods and Services Tax	Organised by NACEN, Kolkata	Bhubaneswar/ India	Domestic	3 Days

12 Awards/Publication Details

1) Commendation by The Flag Officer Commanding - in - Chief, Eastern Naval Command on 15-08-2013, while serving at Naval Dockyard, Visakhapatnam


Signature