



Employee Code:-7644

Dated: 06.09.2024

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ms. Pooja** has been employed by **M/s Broadcast Engineering Consultants India Limited (BECIL)** as an **Office Assistant (Scientific)** on a contractual basis at the **Central Pollution Control Board (CPCB)** from **07th June 2022** to **06th September 2024 (Currently Working)**.

During the tenure, Ms. Pooja has demonstrated exceptional skills in assisting with scientific tasks and office administration. Key responsibilities included but were not limited to:

- Assisting in the compilation and management of scientific data and reports.
- Supporting the environmental and pollution control initiatives at CPCB.
- Handling administrative duties related to office correspondence, documentation, and record maintenance.
- Coordinating with various departments and ensuring smooth communication and workflow.
- Assisting in the preparation of presentations, reports, and scientific documentation.

Throughout the contract period, Ms. Pooja has displayed dedication, professionalism, and a strong work ethic. She has been punctual, reliable, and a valuable asset to the team, contributing effectively to the work at the Central Pollution Control Board.

Sincerely,

Divya

(Divya Sinha)

Director & I/C, UPC-II
CPCB, Delhi

दिव्या सिन्हा / Divya Sinha
वैज्ञानिक 'एफ' / Scientist 'F'
केन्द्रीय प्रदूषण नियंत्रण बोर्ड
Central Pollution Control Board
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार)
(M/o Environment, Forest & Climate Change, Govt. of India)
परिवेश भवन, पूर्वी अर्जुन नगर, दिल्ली-110032

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Parivesh Bhawan, East Arjun Nagar, Delhi - 110 032.

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