

## **NPC Consultant Professional Profile**

### **I. Personal Information**

**Name:** Md Khalid Anwar

**Date of Birth:** 12/11/1985

**Current Position & Domain:** Assistant Director, Administration

**Office Location:** New Delhi

**Languages:** English, Hindi, Urdu

**Contact:** [mk.anwar@npcindia.gov.in](mailto:mk.anwar@npcindia.gov.in), 09472027551



### **II. Professional Summary**

Administrative skill as well as Energy Management and Auditor experience in dealing GOI Project. Defended NPC against a legal action in high court and other court proceedings. Undertake work and activities being conducted in the Administration Group and as entrusted by Group Head, Admin. Viz. Personnel Management, General Administration, Procurement, Payments, Estate Management etc.

### **III. Areas of Expertise**

**Primary Domains:** Personnel Management, General Administration, Procurement, Payments, Estate Management etc.

**Specialized Skills:** Defended NPC against a legal action in high court and other court proceedings.

**Industry Focus:** Energy Management and Auditor experience in dealing GOI Project.

### **IV. Professional Experience**

Undertake work and activities being conducted in the Group and as entrusted by Group Head, Admin. Viz. Personnel Management, General Administration, Procurement, Payments, Estate Management etc.

a) All service and establishment matter of all the Officers and Staffs of NPC including engagement of contractual manpower at HQs and RDs.

b) All LTC advances, employees matter etc.

c) All appointment, resignation, deputation, VRS, retirement, transfer and posting matters etc.

d) All contractual engagement, approvals etc.

e) All procurement of goods and services etc.

f) All Office Orders, IOMs, AIs, Circulars etc.

g) All Admn. and Disciplinary matters

h) Public Grievance, RTI matters, Legal and Court matters

i) APAR circulation, record maintenance

j) NPC employee's capacity building

k) Correspondences to DPIIT

l) Any other work allocated by Group Head (Admn.)

## **V. Major Project Experience in NPC [For each significant project, include:]**

### **Project Title:**

- Impact Assessment of Energy Efficiency Measures Implemented by EESL- nonresidential buildings of Public Works Department (PWD)
- Field visit for carrying out macro plastic assessment & micro plastic sampling in 4 cities in wet season under CM 2 and to obtain data from stakeholders.
- Assessment and Evaluation of Emirates Energy Award 2020.
- Warehouse inspection for WDRA at 48 locations in different state.
- Formulation of SOR, NCL
- Water Audit at RBI Patna, HILLtd, Jasidih, Vishnu Sugar Mills, Gopalganj, Bharat sugar Mills, Sidhwalia, New Swadeshi Sugar Mills + Distillery, Narkatiaganj.
- Evaluation of the Scheme of 'Capacity Building for Service Providers' of the Ministry of Tourism at IHM Hajipur.
- Evaluation of Schemes of Department of Health Research.
- BEE Building Star Rating
- Third Party Evaluation of the Scheme of Financial Assistance to SIHM, Ranchi
- Third Party Evaluation of Central Sector Scheme: Joint Development of Gaya Railway Station
- C-DAP – Gorakhpur
- Examination for the recruitment of CGPDTM.
- Concurrent monitoring of coaching programmes at Palamu & Chhapra, (MoMA)
- 5 S certification audit of IOCL Terminal

## **VI. Educational Background**

### **Professional Qualifications:**

- **Allahabad Agricultural Institute –Deemed University**-B Tech (Mechanical Engineering)(2009)
- **Dr. Ambedkar Institute of Productivity -National Productivity Council**-Post Graduate Certificate (Energy Management) (2010)
- **National Institute of Foundry and Forge Technology**-M Tech (Manufacturing Technology) (2013)

## **VII. Research and Publications**

- Successfully Conducted International Webinar on Resilient Green Energy Efficient Technology for the Future: Sustainable Industry 4.0 in collaboration with Asian Productivity Council (APO).
- Successfully organize workshop on capacity building Programme on Six Waste management Rules 2016, at Patna and Sasaram. Capacity Building Workshop on "Leveraging Industry 4.0 Technologies for Productivity Enhancement" at AIP, Chennai One day training on ISO /IEC 17020:2012 and ISO 19011:2018, New Delhi.

- Successfully organize workshop on capacity building Programme on SixWaste management Rules 2016, at Patna and Sasaram.
- Capacity Building Workshop on “Leveraging Industry 4.0 Technologies forProductivity Enhancement” at AIP,Chennai
- One day training on ISO /IEC 17020:2012 and ISO 19011:2018, NewDelhi.

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that I shall be responsible for any willful misstatement described herein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_