

To Sh T.N. Seshan, - 1 -  
Addl. Secy, DOS

STRICTLY CONFIDENTIAL

Sub: An appreciation about the work  
of Sh R. Venkatesan, Section Officer  
(Space Comm).

1. This note is long overdue. I have observed the work of Sh Venkatesan in different capacities and various phases of the organisation, for about 10 years now. I normally take for granted even 'very good' <sup>from</sup> work / staff as a routine input they ought to give. By any conservative standards, Sh Venkatesan's services to the organisation are well beyond any call of duty and the standard of his work is of supremely high quality. [I make this statement not in relative terms, nor as one normalising to his 'level' but in absolute terms.]

2. When he was Sr. P.A. & when today he is Sec. Officer, he has not

restricted to his 'duties' and helped the organisation by making 'briefs' and 'drafts' — on practically any matter that goes through the Secy. Examples are preparation of drafts of various Cabinet Notes, many drafts for Ministers/ M.P.'s, many contractual / administrative ones. What is remarkable about these is the fact that these would contain a good deal of technical matters and complex interconnections between technical elements. Probably due to his sincerity and dedication to the Organisation, he has enormous memory on these matters, connects them mentally to get a total picture; then — with great meticulousness he collects references and a thorough draft

is ready. Then, with his care and commitment, he discusses with concerned technical / scientific personnel to correct the draft. This he does not as a mere routine, but points out to them some elements of serious implications to evolve the correct position.

3. With all these, there will be nothing that will be pending with Sh Venkatesan. I am really amazed at his speed and throughput. He has extremely pleasing manners and ability to enthuse others to work.

4. I am not aware of any problem which Sh Venkatesan has not solved.

5. I was happy to note <sup>when</sup> he was promoted to Section Officer. But he deserves to raise up far more.

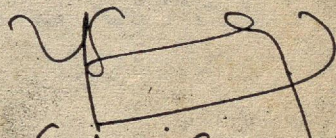
Promoting him to higher posts and giving him higher responsibilities (in a formal sense - otherwise he does now work far above his level!)

is are not merely to reward a person; it will be in the & interest of the Organisation / Dept if he is placed in higher position. I am confident he will do well in Sectt or in <sup>the</sup> Centres.

6. If there is a provision to give a merit or out-of-turn promotion in Admin. Cadres, then such provisions should be utilised to promote Sh Venkatesan.

7. Addl. Secy who knows his work may even consider placing my appreciation in his ACR.

Bangalore  
5-1-84

  
5/1/84  
(Y.S. RAJAN)  
SCIENTIFIC SECRETARY