CIRCULAR

No. - MMTC/Admin/IWD/23-24 Dated: 4th March, 2024

SUB: Celebration of International Women's Day in MMTC Limited.

As all are kind aware that the International women's Day is being celebrated on 8th March every year. To coincide with the event, one day outdoor activities at Madhavgarh Farms, Gurgaon is arranged for MMTC women/Ladies employee on 5th March, 2024.

Before proceeding for scheduled activity all women employees need to submit an undertaking to the effect that they are participating in the said programme as per their wish and for which management is only supporting the cause.

The women employees proceeding on above one day activity will be considered on duty. The women employees who opts not to join on said activity dated 05.03.2024 will be marked absent if not joined duty in CO.

All concerned are requested to do the needful accordingly.

(Kavita Garkel)
Chief Manager
Administration

1. **CMD Sectt./PSs to Directors/Co Ord. to CVO**
2. **All CGMs/GMs/AGMs at CO/Company Secretary**
3. **Secretary General, Federation of MMTCOA/Federation of SC/ST welfare Association/Secretary General, Federation of Staff Unions, CO**
4. **Time office/Reception/Telephone Cell**
5. **AGM (Sys.)- With a request to hoist the same on MMTC Intranet & Employee Corner**

To all Notice Boards at CO