MMTC LIMITED: CORPORATE OFFICE: NEW DELHI

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **January 4, 2021**

OFFICE ORDER NO. SCI/ 01 /2021

Consequent upon his transfer from Corporate Office to RO Chennai, vide CO Office Order No. SCI/250/2020 dated 30/12/2020, Shri C. Dinesh, Manager, Employee No. 964529 shall stand relieved from Corporate Office on 08/01/2021(A/N) to enable him to report for duty at his new place of posting at RO Chennai.

(P V Mahawana)
Sr. Manager (P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
8. Personal File(s) of individual concerned.
9. Time Office/Reception/Telephone Cell
10. Office order file.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/CO/P(SCI)/39/2016 **Dated : 07.01.2021**

Office Order No. SCI/2/2021 (Revised)

Pursuant to office order No. A-12022/33/2015-E.IV issued by DoC, MoC&I received on 06.01.2021, Shri Ashwani Sondhi stands relieved of his duties as Director (Marketing), MMTC Limited w.e.f. 05.01.2021 (A/N).

Accordingly, Competent Authority has directed that Shri J. Ravi Shanker, Director (Marketing) will assume the additional charge of the portfolios handled by Sh. Ashwani Sondhi with immediate effect.

(Sanjay Kaul)
Chief General Manager (P)

Copy to :-

1. Shri J. Ravi Shanker,Director (Marketing),MMTC Limited
2. CMD Cell/PSs to Directors/Co-ordinator to CVO/Co. Secy.
3. CGMs/GMs at CO & RO/CGM (DRO)
4. DGM (CPF A/cs)/(CPF/RB)/(AR Cell)/Sr. Mgr. (A&E)
5. Personnel file of Individual Concerned
6. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
7. AGM (Systems) – with a request to upload the same on MMTC Intranet
8. Office Order File
9. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 07.01.2021**

Office Order No. SCI/3/2021

Keeping in view the superannuation of Sh. Ajeet Kumar Sinha, Sr. Manager (Abhraknagar), Emp. No. 901326 on 31.01.2021, it has been decided with the approval of Competent Authority that Sh. Keshab Chandra Naik, Manager – SRO Bhubaneswar, Emp. No. 934882 will take over the charge of Abhraknagar office in addition to his existing assignments before the relieving of Sh. Ajeet Kumar Sinha.

Sh. Naik will operate the Abhraknagar office from his present place of posting and visit the plant/Abhraknagar office once a month and set up a system for monitoring, watch and ward and coordination.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 19.01.2021**

Corrigendum of Office Order No. SCI/8/2021

The transfer of Sh. EVRS Murthy, Sr. Manager, Emp. No. 945619 from RO Vizag to RO Hyderabad may be treated on administrative grounds. Further, he may be assigned non-sensitive portfolios at his new place of posting.

Rest of the terms and conditions of the office order No. SCI/8/2021 dated 19.01.2021 remain unchanged.

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
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No. MMTC/P(SCI)/COVID-19/2020 **Date: January 08, 2021**

PERSONNEL DIVISION
(SC-I SECTION)
Office Order no. SCI/4/2020

Sub: Functioning of MMTC Corporate Office

MHA vide order No. 40-3/2020-DM-I(A) dated 28.12.2020 has issued guidelines for Surveillance, Containment and Caution. In this regard MMTC officials shall be regulated as under :-

1. Divisional Heads/Regional Heads will take appropriate decision in respect of officials to be called to the office, keeping in view the exigencies/urgency of work to be undertaken and the need to protect the vulnerable employees.

2. It is further clarified that "work from home" option will be exercised in accordance with the exigencies of work to be decided by the Divisional Head and Reporting Authority.

3. In case of officials permitted to "work from home" on any grounds, a copy of the permission to work from home duly authorised by the Division/Regional Head/Reporting officers is to be submitted to the Time Office for regularisation of attendance. In case the employee does not submit the desired documents, the absence will not be regularised, unless it is specifically exempted under the applicable specific Clauses of Government of India or State Government (Local Authority) circulars, as prevailing at that time.

4. MMTC Offices shall continue to function in staggered manner as per the time schedule given below:

From 9.30 AM to 5.30 PM

From 11.00 AM to 7.00 PM

5. With a view to protect the vulnerable persons, in line with the MHA guidelines, employees suffering from co-morbidities ailments, pregnant woman and persons with physical disability are advised to work from home.However, such consideration shall be based upon the Medical Certificate.

6. Employees residing in areas declared as Containment Zone subject to providing necessary orders issued by the Government/Local Authority shall be exempted to attend office.

Such employees shall continue to work from home and governed as per Sl. No. 3 above for regularising their attendance.

7. All employees shall ensure COVID-19 appropriate behaviour and in this regard it is again reiterated that employee attending office should mandatorily use face mask (minimum 3 ply), maintain high level of personal hygiene (frequent washing of hands/use of sanitizer) and maintain social distancing norms of 2 Gaj (6 Feet) at all places inside the office premises and all other precautions mentioned in the MHA Orders issued from time to time, including that for use of Arogya Setu.

8. Not withstanding the above the Regional/Sub Regional Offices shall function as per the directions of the local/State Administration.

9. This shall be effective immediately and shall remain in force upto 31.01.2021 or till further orders in this regard.

10. This issues with the approval of the Competent Authority.

Sanjay Kaul
Chief General Manager (P)

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/3/P(SC-I)/2021 **January 11, 2021**

OFFICE ORDER NO. SCI/ 05 /2021

Consequent upon his transfer from Corporate Office to Abhraknagar Office under control of Corporate Office, vide CO Office Order No. SCI/250/2020 dated 30/12/2020, Shri Basudeo Yadav, Worker(MICA), Employee No. 803316 is relieved from Corporate Office on 11/01/2021(A/N) to enable him to report for duty at his new place of posting at Abhraknagar Office.

11/1/21

(P V Mahawana)
Sr. Manager (P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
5. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
6. Secretary General, Federation of Staff Unions, CO
7. Personal File(s) of individual concerned.
8. Time Office/Reception/Telephone Cell
9. Office order file.
10. Shri Ajeet Kumar Sinha, Manager, In-charge(MICA), Abhraknagar Office.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 13.01.2021**

Office Order No. SCI/6/2021

In partial modification of office order No. SCI/150/2020 dated 28.08.2020, it has been decided with the approval of Competent Authority that posting of Ms. Alpana Banerjee, COM, Emp. No. 905591 is changed from Corporate Office to Regional Office Vizag with immediate effect.

Further, Ms. Alpana Banerjee will avail the leave for the period i.e. from the date of her relieving from Camp Office Kolkata from 01.12.2020 (vide relieving order No. 73/2020-21 dated 30.10.2020 issued by Camp Office Kolkata) till she joins at RO Vizag.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **January 15, 2021**

OFFICE ORDER NO. SCI/ 07 /2021

Consequent upon his transfer from Corporate Office to Delhi Regional Office (DRO), vide CO Office Order No. SCI/242/2020 dated 18/12/2020, Shri Laxman Giri, Chief Manager, Employee No. 953628, is relieved from Corporate Office on 15/01/2021(A/N) to enable him to report for duty at his new place of posting at Delhi Regional Office (DRO).

आनंद जी.

(A. N. Gaur)
General Manager (P)

To: -

1. Individual Concerned.
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
8. Personal File(s) of individual concerned.
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 19.01.2021**

Office Order No. SCI/8/2021

Keeping in view the request of Sh. EVRS Murthy, Sr. Manager, Emp. No. 945619 Competent Authority has accorded approval for his transfer from RO Vizag to RO Hyderabad on humanitarian grounds.

Before being relieved, Sh. Murthy shall handover the charge and then report at his new place of posting on or before 05.02.2021. His transfer benefits will be settled as per para vii) of IR Circular No. 07/2020 dated 24.07.2020.

Further, in partial modification of office order No. SCI/143/2020 dated 24.08.2020 and subsequent office order No. SCI/193/2020 dated 29.09.2020 posting of following officers has been decided as under:-

i) Sh. A.K. Nanda, Sr. Manager (F&A), Emp. No. 964565 shall join RO Chennai on 28.01.2021 after handing over the existing charge to his reporting officer. He will be eligible for transfer benefits as per para viii) of IR Cicrular No. 07/2020 dated 24.07.2020

ii) Sh. S.K. Malla, Sr. Manager (F&A), Emp. No. 964553 stands relieved from RO Chennai to join RO Vizag with immediate effect. In addition to his new assignments at RO Vizag he is directed to look after all the existing assignments of RO Chennai also until Sh. A.K. Nanda joins RO Chennai. He will not be eligible for any transfer benefit.

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 27th January, 2021

ORDER

Whereas, an Order of even number dated 25.11.2020 was issued for containment of COVID-19 in the country, for a period upto 31.12.2020, which was further extended for a period upto 31.01.2021 vide an Order of even number dated 28.12.2020;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order with guidelines for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for surveillance, containment and caution, as **annexed**, will be in force upto 28.02.2021.

27/01/2021

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

   (As per list attached)

Copy to:

i. All Members of the National Executive Committee

ii. Member Secretary, National Disaster Management Authority

Guidelines for Surveillance, Containment and Caution

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 27th January, 2021]

The number of active cases of COVID-19 have been declining steadily over the last four months. However, with a view to consolidate the substantial gains that have been achieved against the spread of COVID-19, and to fully overcome the pandemic, there is a need to maintain caution and strictly follow the prescribed containment strategy, focussed on surveillance, containment and strict observance of the guidelines.

The following guidelines are issued to be effective from 1st February 2021.

COVID appropriate behavior

1. State/ UT Governments shall take all necssary measures to promote COVID-19 appropriate behaviour and ensure wearing of face masks, hand hygiene and social distancing.
2. The National Directives for COVID-19 Management, as specified in **Annexure I**, shall be strictly followed throughout the country.

Surveillance and Containment

3. Containment Zones, if required, shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed.
4. It shall be the responsibility of local district, police and municipal authorities to ensure that the prescribed Containment measures are strictly followed. State/ UT Governments shall ensure accountability of the officers concerned in this regard.

Strict adherence to the prescribed SOPs

5. All activities will be permitted outside Containment Zones. However, the following activities will be subject to strict adherence of SOPs, as indicated below:
    i. Social/ religious/ sports/ entertainment/ educational/ cultural/ religious gatherings, subject to SOP of the State/ UT concerned.
    ii. Cinema halls and theatres, subject to a revised SOP to be issued by Ministry of Information & Broadcasting in consultation with MHA.
    iii. Swimming pools, subject to a revised SOP to be issued by Ministry of Youth Affairs & Sports (MoYA&S) in consultation with MHA.
    iv. Exhibition halls, subject to a revised SOP to be issued by the Department of Commerce in consultation with MHA.

6. For further opening up of international air travel of passengers, Ministry of Civil Aviation (MOCA) may take a decision in consultation with Ministry of Home Affairs (MHA).

7. SOPs, as updated from time to time, have been prescribed for various activities. These include: movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centres and gymnasiums, etc. These SOPs shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

Local restrictions

8. There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

Protection of vulnerable persons

9. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to take necessary precautions.

Use of *Aarogya Setu*

10. Use of Aarogya *Setu* may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.

Strict enforcement of the guidelines

11. All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.

12. Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure II.**

27/01/2021

Union Home Secretary

and, Chairman, National Executive Committee

Annexure I

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain adequate distance in public places.

   Shops will ensure physical distancing among customers.
3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
5. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
6. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
7. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

***

17/01/2021

Annexure II

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his

knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

(a) "company" means anybody corporate and includes a firm or other association of individuals; and

(b) "director", in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

(a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or

(b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

***

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 23rd March, 2021

ORDER

Whereas, an Order of even number dated 27.01.2021 was issued for containment of COVID-19 in the country, for a period upto 28.02.2021, which was further extended for a period upto 31.03.2021 vide an Order of even number dated 26.02.2021;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order with guidelines for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for effective control of COVID-19, as **annexed**, will be in force upto 30.04.2021.

23/03/2021

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

   (As per list attached)

Copy to:

i. All Members of the National Executive Committee

ii. Member Secretary, National Disaster Management Authority

Scanned with CamScanner

Guidelines for effective control of COVID-19

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 23rd March, 2021]

The coordinated effort of Central and State/UT agencies has resulted in a sustained decline in the number of active COVID-19 cases in the country, continuously for about 5 months. A fresh surge in COVID-19 cases, in some parts of the country, however, is a cause of concern. At this juncture, the substantial gains achieved against the spread of COVID-19 need to be consolidated, and the chain of transmission of the pandemic effectively broken, with a view to expeditiously restore complete normalcy.

With the last guidelines issued by Ministry of Home Affairs (MHA) on 27.1.2021, all economic and other activities have been opened up in a phased manner, with the stipulation that the prescribed Standard Operating Procedures (SOPs) be scrupulously followed. In order to ensure that the resumption of activities is successful, it is imperative to strictly enforce the **Test- Track-Treat** protocol in all parts of the country; ensure that COVID appropriate behaviour is scrupulously observed by everyone; and, the ongoing vaccination drive – the largest in the world – is scaled up rapidly, to cover all the target groups.

The following guidelines are issued to be effective from ***1st April, 2021***.

Effective enforcement of the Test-Track-Treat protocol

Test

1. With sustained effort, the capacity of total daily tests that can be conducted across the country has gone up substantially. There is need to ensure that the tests being conducted are uniformly distributed across all districts, with adequate testing to be done in districts reporting higher number of cases. The proportion of RT-PCR tests in the total mix should be scaled up, on best effort basis, to 70% or more. States and UTs, where the proportion of RT-PCR tests is less, should rapidly increase testing through this protocol, to reach the prescribed level.

Track

2. The new positive cases detected as a result of intensive testing need to be isolated/ quarantined at the earliest; and, their contacts have to be traced at the earliest, and similarly isolated/ quarantined. Containment Zones, accordingly, have to be demarcated, and prescribed containment measures implemented within such Zones.

3. Effective demarcation of Containment Zones, in vulnerable and high incidence areas, is key to breaking the chain of transmission and controlling the spread of the virus. Containment Zones shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare

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(MoHFW) in this regard. The list of Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs. This list will also be shared with MoHFW on a regular basis.

4. Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed, as under:

   i. Only essential activities shall be allowed in the Containment Zones.

   ii. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services.

   iii. There shall be intensive house-to-house surveillance by surveillance teams formed for the purpose.

   iv. Testing shall be carried out as per prescribed protocol.

   v. Listing of contacts shall be carried out in respect of all persons found positive, along with their tracking, identification, quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).

   vi. Surveillance for ILI/ SARI cases shall be carried out in health facilities or outreach mobile units or through fever clinics in buffer zones.

   vii. **It shall be the responsibility of local district, police and municipal authorities to ensure that the prescribed Containment measures are strictly followed. State/ UT Governments shall ensure accountability of the officers concerned in this regard.**

Treat

5. Quick isolation of COVID-19 patients shall be ensured in treatment facilities/ home (subject to fulfilling the home isolation guidelines).

6. Clinical interventions, as prescribed, shall be administered. Capacity building of health workers and professionals shall be an ongoing exercise, to be conducted at all levels, with a view to ensure that the prescribed clinical management protocol is understood clearly and administered accordingly.

7. The concerned agencies – of the Central and State/ UT Governments – shall ensure adequate availability of COVID dedicated health and logistics (including ambulatory) infrastructure, based on their assessment of the case trajectory.

8. Effective infection prevention and control practices shall be followed in treatment facilities and by health care workers and professionals.

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COVID appropriate behavior

9. State/ UT Governments shall take all necssary measures to promote COVID-19 appropriate behaviour. Strict enforcement of wearing of face masks, hand hygiene and social distancing must be ensured.

10. Wearing of face masks is an essential preventive measure. In order to enforce this core requirement, States and UTs may consider administrative actions, including imposition of appropriate fines, on persons not wearing face masks in public and work spaces.

11. Observance of social distancing in crowded places, especially in markets, weekly bazaars and public transport, is also critical for containing the spread of the infection. SOP issued by Ministry of Health and Family Welfare (MoHFW) to regulate crowds in market places, shall be strictly enforced by States and UTs.

12. SOPs for regulating travel in aircrafts, trains and metro rails are already in place, which shall be strictly enforced. States and UTs shall issue necessary guidelines for regulating travel in other modes of public transport, e.g., buses, boats etc., and ensure that these are strictly complied with.

13. The National Directives for COVID-19 Management, as specified in **Annexure I**, shall be strictly followed throughout the country.

Strict adherence to the prescribed SOPs

14. All activities have been permitted outside Containment Zones and SOPs have been prescribed for various activities. These include: movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centres and gymnasiums; exhibitions, assemblies and congregations, etc.

15. The SOPs, as updated from time to time, shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

Vaccination

16. Government of India has launched the world's largest vaccination drive against COVID-19. The National Expert Group on Vaccine Administration for COVID-19 (NEGVAC) provides guidance on prioritization of population groups, procurement & inventory management, and vaccine selection delivery and tracking. The recommendations of NEGVAC are considered and finalized by the Central Government.

17. While the vaccination drive is proceeding smoothly, the pace is uneven across different States and UTs; and, the slow pace of vaccination in some States/ UTs is a matter of concern. Vaccination against COVID-19, in the present scenario, is critical to break the chain of transmission. Therefore, all State/ UT Governments should rapidly step up the pace of vaccination,

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to cover all priority groups, as recommended by NEGVAC and approved by the Central Government, urgently and in an expeditious manner.

Local restrictions

18. States and UTs, based on their assessment of the situation, may impose local restrictions at district/ sub-district and city/ ward level, with a view to contain the spread of COVID-19.

19. There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

Protection of vulnerable persons

20. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to take necessary precautions.

Use of *Aarogya Setu*

21. Use of Aarogya *Setu* may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.

Strict enforcement of the guidelines

22. All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.

23. Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure II.**

23/03/2021

Union Home Secretary

and, Chairman, National Executive Committee

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Annexure I

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.

2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.

   Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.

5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.

6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.

7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.

8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.

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Annexure II

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his

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knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

(a) "company" means anybody corporate and includes a firm or other association of individuals; and

(b) "director", in relation to a firm, means a partner in the firm.

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59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

(a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or

(b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

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No. A-12022/33/2015-E.IV
Government of India
Ministry of Commerce & Industry
Department of Commerce

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Udyog Bhawan, New Delhi
Dated: January, 2021

OFFICE ORDER

Consequent upon completion of his tenure on 5.1.2021, Shri Ashwani Sondhi, Director(Marketing), MMTC Ltd. under Department of Commerce is relieved of his duties as Director(Marketing), MMTC Ltd. w.e.f. 5.1.2021(AN).

(Mahender Chaudhary)
Under Secretary to the Govt. of India
Tel.No.23061933

1. Shri Ashwani Sondhi, Director(Marketing), MMTC Ltd. Core-1,SCOPE COMPLEX, 7 Institutional Area, Lodhi Road, New Delhi-110003.
2. Shri Sanjay Chadha, Addl. Secretary & Chairman and Managing Director, MMTC Ltd. Core-1,SCOPE COMPLEX, 7 Institutional Area, Lodhi Road, New Delhi-110003.
3. Shri Rajiv Ranjan Sinha, Director (Personnel), MMTC Ltd. Core-1,SCOPE COMPLEX, 7 Institutional Area, Lodhi Road, New Delhi-110003.
4. Shri Amit Srivastava, Under Secretary, Secretariat of the ACC, Department of Personnel & Training, North Block, New Delhi
5. Research Officer(Career Management, Department of Personnel & Training, Room No.215, North Block, New Delhi
6. The Secretary, Public Enterprises Selection Board (PESB), Block No.14, 5th Floor, CGO Complex, Lodhi Road, New Delhi
7. PS to CIM/PS to MOS(C&I)
8. PPS/PS to CS/SS(PKA)/ SS(BBS)/ AS(SK)/AS&FA/ AS(SC)/AS(SK)/JS(SM) /JS(DJ)
9. Deputy Secretary, FT(M&O)
10. FT(M&O) Section/TF Section/Vigilance Section, Department of Commerce
11. Guard file.

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 19.01.2021**

Office Order No. SCI/9/2021

It has been decided with the approval of Competent Authority to post the following officials with immediate effect as under :-

Sl. No.	Name / Designation	Emp. No.	Present Place of Posting	New Place of Posting
1	Sh. Raj Kumar Parwani / Ch. Manager	923119	Secretariat of Sh. A. Sondhi, Ex-Director (Mktg)	Secretariat of Sh. J. Ravi Shanker, Director (Mktg.)
2	Ms. Vijay Kumari Bisht / COM (PS)	941631	Secretariat of Sh. A. Sondhi, Ex-Director (Mktg)	Secretariat of Sh. J. Ravi Shanker, Director (Mktg.)
3	Sh.Jaspal Singh Manchanda / COM (PS)	938834	Secretariat of Sh. A. Sondhi, Ex-Director (Mktg)	Internal Audit – To report to Sh. Mohit Gupta, GM
4	Sh. Alakh Niranjan Prasad Barnwal / Jr. Assistant	964012	Secretariat of Sh. A. Sondhi, Ex-Director (Mktg)	NINL/Steel Division –To report to Sh. Abhay Kumar, GM
5	Sh. Rakesh Kumar Nagar / Jr. Assistant	953042	NINL/Steel Division	Non Canalised Agri Export – To report to Sh. Sanjeev Dua, CGM
6	Sh. Dilver Singh / MTS – I	964103	Secretariat of Sh. A. Sondhi, Ex-Director (Mktg)	Fetiliser/NINL A/cs – To report to Sh. Jyoti Prakash, AGM (F&A)

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 19.01.2021**

Corrigendum of Office Order No. SCI/10/2021

In partial modification of office order No. SCI/219/2020 dated 20.11.2020, Competent Authority has decided to post Sh. Ajay Kumar, Emp. No. 964708, Manager (F&A) from, Ludhiana (DRO) to F&A Division, Corporate Office. He will report to Sh. Anup Kumar Sinha, DGM (F&A)

Further, Ms. Bhagwati Bisht, Emp. No. 964570, Sr. Manager (F&A) shall report for duty at Delhi Regional Office and take over the charge from Sh. Ajay Kumar to enable him to join at CO w.e.f. 01.02.2021

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **January 20, 2021**

OFFICE ORDER NO. SCI/ 11 /2021

Consequent upon acceptance of resignation by the Competent Authority, Ms. Smita Singh, Manager (Law), Employee No. 964716, Corporate Office, is relieved from the services of the company w. e. f. 20/01/2021(A/N).

The correspondence address of Ms. Smita Singh after her resignation will be as under: -

PERMANENT ADDRESS	:	**A-5, AFGJI Residential Complex, Subroto Park, New Delhi-110010**
MOBILE NO.	:	**+91-9810645417**
E- MAIL ID	:	**singh.smita90@gmail.com**

(A.N. Gaur)
General Manager (P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
8. Personal File(s) of individual concerned.
9. Time Office/Reception/Telephone Cell
10. Office order file.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 22.01.2021**

Office Order No. SCI/ 12 /2021

It has been decided with the approval of Competent Authority to transfer Shri R. L. Gautam, General Manager, (Emp. No. 940558) from Regional Office Hyderabad to Corporate Office, New Delhi with immediate effect.

Further, Shri R.L. Gautam, GM shall hand over the charge of the Regional Office to Shri N. Krishnamoorthi, AGM (Systems) by today afternoon positively who will henceforth function as In-charge of RO, Hyderabad.

Shri R.L. Gautam, GM shall be entitled to TA/DA and other transfer benefits in terms of Circular No.07/2020 dated 24.07.2020.

(SANJAY KAUL)
Chief General Manager (P)

1. To :
2. Individual concerned
3. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
4. CGMs/GMs CO/ROs
5. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
6. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
7. AGM (Systems) – with a request to upload the same on MMTC Intranet
8. Office Order File
9. Time Office

MMTC LIMITED: CORPORATE OFFICE: NEW DELHI

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 January 28, 2021

OFFICE ORDER NO. SCI/ 13 /2021

Consequent upon her transfer vide CO Office Order No. SC1/150/2020 dated 28/08/2020 from RO Kolkata to Corporate Office, Ms. Paramita Mitra, Sr. Office Manager, Employee No. 947224, stands relieved from Camp Office Kolkata on 01/12/2020(A/N), vide Camp Office Kolkata Office Order No. 73/2020-21 dated 30/10/2020, has reported for duty at Corporate Office on 27/01/2021(A/N).

She has been posted at FSA Section, F&A Division, Corporate Office.

28/1/21

(P. V. Mahawana)
Sr. Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO.
8. Personal File(s) of individual concerned.
9. Time Office/Reception/Telephone Cell
10. Office order file.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **January 29, 2021**

OFFICE ORDER NO. SCI/ 14 /2021

On attaining the age of superannuation at 60 years, Mr. R. Ramachandran, Dy. General Manager, Employee No. 920138, Corporate Office, shall retire from the services of MMTC Limited with effect from 29/01/2021 afternoon (30th & 31 being Saturday/Sunday).

As per service records, the date of birth of Mr. R. Ramachandran is 23/01/1961 (Twenty-Third January, Nineteen Sixty-One).

The correspondence address of Mr. R. Ramachandran after retirement will be as under for all purposes: -

PRESENT ADDRESS	:	House No. F-7, Seventh Floor, Tower No. 8, Kidwai Nagar (East), New Delhi-110023
PERMANENT ADDRESS	:	Nettle 502, Paramount Floraville, Sector 137, Expressway, NOIDA, Uttar Pradesh.
MOBILE NO.	:	+91-9811752812
E- MAIL ID	:	rama23161@hotmail.com

29/1/21

(P. V. Mahawana)
Sr. Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
8. Personal File(s) of individual concerned.
9. Time Office/Reception/Telephone Cell
10. Office order file.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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Core-1, "SCOPE COMPLEX", 7 Institutional Area, Lodhi Road, New Delhi-110 003 INDIA
दूरभाष / Tel. : 011- 24362200
E-mail : mmtc@mmtclimited.com Website : www.mmtclimited.gov.in

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MMTC LIMITED
भारत सरकार का उपक्रम
A GOVT. OF INDIA ENTERPRISE
touching lives, adding value

स्वच्छ भारत
एक कदम स्वच्छता की ओर

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **January 29, 2021**

OFFICE ORDER NO. SCI/ 15 /2021

On attaining the age of superannuation at 60 years, Mr. Ajeet Kumar Sinha, Sr. Manager, Employee No. 901326, Abhraknagar Office under Corporate Office, shall retire from the services of MMTC Limited with effect from 29/01/2021 afternoon (30th & 31 being Saturday/Sunday).

As per service records, the date of birth of Mr. Ajeet Kumar Sinha is 15/01/1961 (Fifteenth January, Nineteen Sixty-One).

The correspondence address of Mr. Ajeet Kumar Sinha after retirement will be as under for all purposes: -

PERMANENT ADDRESS	:	Flat No. 2933, Vijaya Gardens, Baridih, Jamshedpur-831017, Jharkhand
MOBILE NO.	:	+91-9608244719 +91-8986758867
LANDLINE NO.	:	0657-2344113
E- MAIL ID	:	ajeetksinha@gmail.com

29/1/21

(P. V. Mahawana)
Sr. Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
8. Personal File(s) of individual concerned.
9. Time Office/Reception/Telephone Cell
10. Office order file.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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कोर–1, "स्कोप कॉम्पलैक्स", 7 इंस्टीट्यूशनल एरिया, लोधी रोड, नई दिल्ली–110 003 भारत
Core-1, "SCOPE COMPLEX", 7 Institutional Area, Lodhi Road, New Delhi-110 003 INDIA
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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/18/P (SC-I)/2021

January 29, 2021

OFFICE ORDER NO. SC-I/ 16 /2021

On attaining the age of superannuation at 60 years, Mr. Ashok Kumar Singh, Operator, Employee No. 802102(MICA), Abhraknagar Office under Corporate Office, shall retire from the services of MMTC Limited with effect from 29/01/2021 afternoon (30th & 31 being Saturday/Sunday).

As per service records, the date of birth of Mr. Ashok Kumar Singh is 08/01/1961(January Eight, Nineteen Sixty-One).

The correspondence address of Mr. Ashok Kumar Singh after retirement will be as under for all purposes: -

Permanent Address	:	Power House Road, Barganda, Giridih Dist. Giridih-815301 Jharkhand.
Mobile No.	:	+91-8340522800
E-mail ID	:	ashoksingh94705@gmail.com

29/1/21

(P. V. Mahawana)
Sr. Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/18/P (SC-I)/2021

January 19, 2021

OFFICE ORDER NO. SC-I/ 17 /2021

On attaining the age of superannuation at 60 years, Mr. Umesh Kumar Sinha, Office Manager, Employee No. 800880(MICA), Abhraknagar Office under Corporate Office, shall retire from the services of MMTC Limited with effect from 29/01/2021 afternoon (30th & 31 being Saturday/Sunday).

As per service records, the date of birth of Mr. Umesh Kumar Sinha is 05/01/1961(January Five, Nineteen Sixty-One).

The correspondence address of Mr. Umesh Kumar Sinha after retirement will be as under for all purposes: -

Permanent Address	:	Chitragupta Colony, Near Power House, Barganda,Giridih-815301 Jharkhand.
Mobile No.	:	+91-8984452616
E-mail ID	:	umeshmmtc@gmail.com

29/1/21

(P. V. Mahawana)
Sr. Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association. CO /Secretary General, Federation of Staff Unions, CO
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MMTC LIMITED: CORPORATE OFFICE: NEW DELHI

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 February 1, 2021

OFFICE ORDER NO. SCI/ 18 /2021

In partial modification of Office Order No. SCI/10/2021 dated 19/01/2021, it has been decided with the approval of the competent authority to change the place of posting of Mr. Ajay Kumar, Manager(F&A), Employee No. 964708, from Corporate Office to Delhi Regional Office(DRO).

Further, after handing over the charge to her reporting officer, Ms. Sunanda Chakraborty, Sr. Manager(F&A), Employee No. 964518 shall report for duty at F&A Division, Corporate Office, with immediate effect.

Ms. Bhagwati Bisht, Sr. Manager(F&A), Employee No. 964570 will continue at her existing place of posting, Corporate Office.

(A.N. Gaur)
General Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 03.02.2021**

Office Order No. SCI/19/2021

The Competent Authority has re-allocated the work as under :-

1. In addition to his existing charge Sh. Kapil Kumar Gupta, Director (Finance) will also look after the Agri (Exports) and Sical JV assignments.

2. Sh. J. Ravi Shanker, Director (Marketing) will continue to look after the charge of Corporate Planning Division and Chairman, MTPL.

This comes into force with immediate effect.

(Sanjay Kaul)
Chief General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 03.02.2021**

Office Order No. SCI/20/2021

MMTC is passing through severe financial crisis on account of general economic slowdown as a result of covid pandemic coupled with loss of business in various areas of its operations. Added to this, NINL plant has closed down its operations which was contributing significantly to our business activity.

Consequently, there is an urgent need to explore new avenues of business where the organization can focus on and take steps to overcome the loss of its traditional areas and mitigate the financial crisis it is facing.

Keeping in view the above, Competent Authority has decided to set up a "Diversification Cell" to explore the new areas of business. Sh. Sanjeev Dua, Chief General Manager, Emp. No. 953820 will head the said cell and report to Sh. J. Ravi Shanker, Director (Marketing).

This comes into force with immediate effect.

(Sanjay Kaul)
Chief General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
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PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 03.02.2021**

Office Order No. SCI/21/2021

The Competent Authority has decided to post Sh. Roshan Lal Gautam, General Manager, Emp. No. 940558 in "Diversification Cell" with immediate effect.

Accordingly, Sh. Roshan Lal Gautam will report to Sh. Sanjeev Dua, Chief General Manager – Diversification Cell.

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 04.02.2021**

Office Order No. SCI/22/2021

Keeping in view the medical conditions, it has been decided with the approval of Competent Authority to extend the joining of Sh. Goutam Das, MTS-III, Emp. No. 903724 at CO on compassionate grounds either upto 31.03.2021 or on final closure of Camp Office Kolkata.

In view of his being relieved w.e.f. 01.12.2020, vide office order no. SCI/203/2020 dated 15.10.2020 his absence from duty from the date of his being relieved till he join Camp office Kolkata shall be treated as being on leave.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
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PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/3/2019 **Dated : 04.02.2021**

Office Order No. SCI/23/2021

In partial modification of office order No. SCI/237/2020 dated 16.12.2020 it has been decided with the approval of Competent Authority that transfer of Sh. Govind Mahto, Worker (MICA), Emp. No. 803503 from Law Division stands cancelled.

Further, the following officials MICA officials are posted as under with immediate effect :-

Sl. No.	Name / Designation	Emp. No.	Present Place of Posting	New Place of Posting
1.	Sh. Rameshwar Rana / Unskilled Category – I	803078	Estate Division	Site Office – MMTC Colony
2.	Sh. Nakul Prasad Sahu / Munshi	804020	Personnel Division	Admn/Estate Division – To report to Sh. M.K. Mishra, GM

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 04.02.2021**

Office Order No. SCI/24/2021

In partial modification of office order No. SCI/108/2020 dated 06.07.2020 and SCI/146/2020 dated 25.08.2020, it has been decided with the approval of Competent Authority to defer the transfer of Ms. Payal Jain, Manager (F&A), Emp. No. 964706 from Jaipur to Corporate Office for a period of six months from the date of issue of this office order considering the request received from her on personal medical grounds.

Ms. Payal Jain shall stand relieved on 03.08.2021 to report for duty at Corporate Office on 04.08.2021. She will not be eligible for any transfer benefits

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
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No. MMTC/P(SCI)/COVID-19/2020 **Date: February 05, 2021**

PERSONNEL DIVISION
(SC-I SECTION)
Office Order no. SCI/25/2020

Sub: Functioning of MMTC Office

MHA vide order No. 40-3/2020-DM-I(A) dated 27.01.2021 has issued guidelines for Surveillance, Containment and Caution. In line with the MHA order, all MMTC offices shall be regulated as under :-

1. MMTC Offices shall continue to function in staggered manner as per the time schedule given below:

From 9.30 AM to 5.30 PM

From 11.00 AM to 7.00 PM

2. Employees residing in areas declared as Containment Zone by the Government/Local Administration may be exempted to attend office. However, they will continue to work from home and shall be available on phone, mobile and other means of communication. Leave of absence however shall be granted only on informing their superior authority on time and on production of Government/Local Administration orders regarding containment.

3. All shall ensure National Directive for COVID – 19 management and in this regard it is again reiterated that employee attending office should mandatorily use face mask (minimum 3 ply), maintain high level of personal hygiene (frequent washing of hands/use of sanitizer) and maintain social distancing norms of 2 Gaj (6 Feet) at all places inside the office premises and all other precautions mentioned in the MHA Orders issued from time to time, including that for use of Arogya Setu.

4. Employees with co-morbidities and pregnant woman employees are advised to take necessary precautions. As regards persons with disabilities, Government orders to be followed.

5. Not withstanding the above the Regional/Sub Regional Offices shall also consider the functioning office as per the directions of the local/State Administration, if any.

6. This shall come into force with immediate effect till further order in this regard.

7. This issues with the approval of the Competent Authority.

Sanjay Kaul
Chief General Manager (P)

Encl :- MHA Order No. 40-3/2020-DM-I(A) dated 27.01.2021

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/2/2019 **Dated : 08.02.2021**

Office Order No. SCI/26/2021

It has been decided with the approval of Competent Authority to post Sh. Ram Kumar Mondal, Emp. No. 944127, MTS-II from NINL/Steel to Personnel Division with immediate effect.

Sh. Ram Kumar will report to Sh. V.S.N. Rao, General Manager (P).

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

MMTC LIMITED: CORPORATE OFFICE: NEW DELHI

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 February 10, 2021

OFFICE ORDER NO. SCI/ 27 /2021

Consequent upon her transfer vide CO Office Order No. SC1/18/2021 dated 01/02/2021 from DRO to F&A Division, Corporate Office, Ms. Sunanda Chakraborty, Sr. Manager (F&A), Employee No. 964518 stands relieved from DRO in the afternoon of 04/02/2021 vide DRO Office Order No. DRO/P/10/2021 dated 03/02/2021, has reported for duty at F&A Division, Corporate Office on 05/02/2021(F/N).

आनंद गौर

(A. N. Gaur)
General Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
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4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
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PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 15.02.2021**

Office Order No. SCI/ 28 /2021

Consequent upon selection to the post of Divisional Accounts Officer on deputation basis in "Delhi State Industrial & Infrastructure Development Corporation Ltd" (DSIIDC), the Competent Authority has accorded approval to Shri Nishant Kumar, Manager (F&A), Employee No. 964639 to join the said post initially for a period of one year.

The terms and conditions of appointment of Shri Nishant Kumar during his tenure of deputation in DSIIDC will be governed by the instructions contained in Department of Personnel & Training O.M. No. 2/6/2016-Estt. (Pay-II) dated 17.02.2016.

The deputation will commence immediately after the above official is relieved today i.e. 15.02.2021 (A/N).

आनंद गौड़

(A.N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/ (CPF/RB)/Sr. Mgr. (SC-II)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Divisional Manager/Sr. Manager (P) - DSIIDC
6. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
7. AGM (Systems) – with a request to upload the same on MMTC Intranet
8. Office Order File
9. Personal file
10. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/2/2019 **Dated : 02.03.2021**

Office Order No. SCI/32/2021

It has been decided with the approval of Competent Authority to post Sh. Shailender Kumar Saxena, Emp. No. 946929, Chief Office Manager (A/cs) from Fertiliser (A/cs) to Internal Audit Division with immediate effect.

Sh. Shailender Kumar Saxena will report to Sh. Mohit Gupta, General Manager (Internal Audit).

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/2/P(SC-I)/2021 **March 4, 2021**

OFFICE ORDER NO. SCI/33/2021

In partial modification of Office Order No. SCI/26/2021 dated 08.02. 2021, it has been decided with the approval of the competent authority that transfer of Shri Ram Kumar Mondal, Employee No. 944127, MTS-II, from NINL/Steel Division to Personnel Division stands cancelled and he will continue in NINL/Steel Division at Corporate Office till further orders.

(A. N. Gaur)
General Manager (P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
5. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
6. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
7. Personal File(s) of individual concerned.
8. Time Office/Reception/Telephone Cell
9. Office order file.
10. AGM (Systems) - with a request to hoist the same on MMTC intranet

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 09.03.2021**

Office Order No. SCI/34/2021

With a view to speed up the process of liquidation of finished/semi-finished/by products lying in NINL plant, it has been decided by the Competent Authority to post the following officers in NINL/Steel Division with immediate effect :-

Sl. No.	Name / Designation	Emp. No.	Present Place of Posting	New Place of Posting
1	Sh. Abhijit Krishna / Manager	964670	NFM Division	NINL/Steel Division (C.O.)
2	Sh. Rajneesh Jaiswal / Manager (F&A)	964641	DRO	NINL/Steel Division (C.O.)

Both the above officers shall report to Sh. Ashwani Kapoor, CGM, after handing over the existing charge to their respective reporting officer.

आनंद गौड़/-

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/2/2019 **Dated : 09.03.2021**

Office Order No. SCI/35/2021

In partial modification of office order No. SCI/237/2021 dated 16.12.2021, it has been decided with the approval of Competent Authority that Sh. Bablu Haith, Emp. No. 947097, SCD will continue to report for duty at Protocol Division till further orders.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 12.03.2021**

Office Order No. SCI/36/2021

It has been decided with the approval of Competent Authority to transfer Sh. Anoop Gupta, Dy. General Manager (F&A), Emp. No. 954625 on his request from Regional Office Mumbai to NINL/Steel (F&A) at Corporate Office.

Sh. Anoop Gupta shall report to the new place of posting on 01.04.2021 after handing over the existing charge to his respective reporting officer.

TA/DA of Sh. Anoop Gupta will be settled in terms of para vii) of IR Circular No. 07/2020 dated 24.07.2020.

आनंद गौड़/

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 12.03.2021**

Office Order No. SCI/37/2021

In terms of Office Order No. SCI/142/2020 dated 24.08.2020 Sh. Dilip Kumar Das, Emp. No. 947279, Manager was transferred from Kolkata to Corporate Office and vide Office Order No. 94/2020-21 dated 27.01.2021 issued by Camp office Kolkata, was relieved on 23.02.2021 (A/N) to enable him to join at C.O.

Upon reporting for duty at C.O. on 12.03.2021 (F/N) today, Sh. Dilip Kumar Das is posted to Administration Division and will report to Sh. A. Rozario, CGM.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
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PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/2/2019 **Dated : 12.03.2021**

Office Order No. SCI/38/2021

Keeping in view the superannuation of Sh. Laxmi Narain Bagora, Chief Office Manager, Emp. No. 903906 on 30.06.2021, it has been decided with the approval of Competent Authority that Sh. Dileep Kumar Bhatia, Chief Office Manager, Emp. No. 924287 will report for duty at SC-I Section with immediate effect.

Sh. Bhatia will equip himself with the work being carried out by Sh. Bagora before his superannuation.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) -- with a request to upload the same on MMTC Intranet
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 12.03.2021**

Office Order No. SCI/ 39 /2021

Consequent upon selection to the post of Assistant General Manager on deputation basis in "Delhi Transport Infrastructure Development Corporation Limited" (DTIDC) in the PB-3 (15600-39100) + Grade Pay of Rs. 6600/- (Pre revised) and level – 11 as per 7th CPC, the Competent Authority has accorded approval to Shri Mohan Lal, Chief Manager, Employee No. 941626 to join the said post initially for a period of one year.

The terms and conditions of appointment of Shri Mohan Lal during his tenure of deputation in DTIDC shall as per DoPT gudelines.

The deputation will commence immediately after the above official is relieved today i.e. 12.03.2021 (A/N).

(A.N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/ (CPF/RB)/Sr. Mgr. (SC-II)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Dy. GM, DTIDC
6. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
7. AGM (Systems) – with a request to upload the same on MMTC Intranet
8. Office Order File
9. Personal file
10. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 16.03.2021**

Office Order No. SCI/ 40 /2021

Consequent upon selection to the post of Assistant General Manager on deputation basis in "Delhi Transport Infrastructure Development Corporation Limited" (DTIDC) in the PB-3 (15600-39100) + Grade Pay of Rs. 6600/- (Pre revised) and level – 11 as per 7th CPC, the Competent Authority had accorded approval vide Office Order No. SCI/39/2021 dated 12.03.2021 to Shri Mohan Lal, Chief Manager, Employee No. 941626 to join the said post initially for a period of one year.

Further, keeping in view the requirement of Shri Mohan Lal, Chief Manager, Employee No. 941626, at DoC - MoC&I, Competent Authority has decided to keep the above order in abeyance until further orders.

आनंद गौड़

(A.N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/ (CPF/RB)/Sr. Mgr. (SC-II)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Dy. GM, DTIDC
6. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
7. AGM (Systems) – with a request to upload the same on MMTC Intranet
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9. Personal file
10. Time Office

MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/2/2019 **Dated : 19.03.2021**

Office Order No. SCI/41/2021

It has been decided with the approval of Competent Authority to post the following officials as under with immediate effect :-

Sl. No.	Name / Designation	Emp. No.	Present Place of Posting	New Place of Posting
1.	Sh. Shailender Kumar Saxena / Chief Office Manager (A/cs)	946929	Internal Audit Division	Law Division – To report to Sh. M.S. Jena, DGM (Law)
2.	Sh. R. N. Trivedi / Assistant (MICA)	801458	Law Division	A&E – To report to Ms. Poonam Taneja, DGM (F&A)

19/3/21

(P.V. Mahawana)
Sr. Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
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No. MMTC/P(SCI)/COVID-19/2020 **Date: March 25, 2021**

PERSONNEL DIVISION

(SC-I SECTION)

Office Order no. SCI/42/2021

Sub: Functioning of MMTC Office

MHA vide order No. 40-3/2020-DM-I(A) dated 23.03.2021 has issued guidelines for Surveillance, Containment and Caution. In line with the MHA order, all MMTC offices shall be regulated as under :-

1. MMTC Offices shall continue to function in staggered manner as per the time schedule given below:

   From 9.30 AM to 5.30 PM

   From 11.00 AM to 7.00 PM

2. In case of officials permitted to "work from home" on any grounds, a copy of the permission to work from home duly authorised by the Divisional/Regional Head and approval of concerned Director is to be submitted to the Time Office for regularisation of attendance. In case the employee does not submit the desired documents, the absence will not be regularised.

3. Employees residing in areas declared as Containment Zone by the Government/Local Administration may be exempted to attend office. However, they will continue to work from home and shall be available on phone, mobile and other means of communication. Leave of absence however shall be granted only on informing their superior authority on time and on production of Government/Local Administration orders regarding containment.

   Such employees shall continue to work from home and governed as per sl. No. 2 above for regularising their attendance.

4. All shall ensure National Directives for COVID – 19 management and in this regard it is again reiterated that employee attending office should mandatorily use face mask (minimum 3 ply), maintain high level of personal hygiene (frequent washing of hands/use of sanitizer) and maintain social distancing norms of 2 Gaj (6 Feet) at all places inside the office premises and all other precautions mentioned in the MHA Orders issued from time to time, including that for use of Arogya Setu.

5. Employees with co-morbidities and pregnant woman employees are advised to take necessary precautions. As regards persons with disabilities, Government orders to be followed.

6. Not withstanding the above, the Regional/Sub Regional Offices shall also consider the functioning office as per the directions of the local/State Administration, if any.

7. This shall come into force w.e.f. 01.04.2021 till 30.04.2021.

8. This issues with the approval of the Competent Authority.

Sanjay Kaul
Chief General Manager (P)

Encl :- MHA Order No. 40-3/2020-DM-I(A) dated 23.03.2021

MMTC LIMITED: CORPORATE OFFICE: NEW DELHI

PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 March 26, 2021

OFFICE ORDER NO. SCI/ 43 /2021

Consequent upon his transfer vide CO Office Order No. SC1/36/2021 dated 12/03/2021 from RO Mumbai to Corporate Office, Shri Anoop Gupta, Dy. General Manager(F&A), Employee No. 954625, stands relieved from RO Mumbai on 25/03/2021(A/N), vide RO Mumbai Office Order No. P-079/202021 dated 23/03/2021, has reported for duty at NINL/Steel Division, Corporate Office on 26/03/2021(F/N).

(A.N. Gaur)
General Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
5. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
6. Secretary General, Federation of MMTCOA, DRO/Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
7. Personal File(s) of individual concerned.
8. Time Office/Reception/Telephone Cell
9. Office order file.
10. AGM (Systems) - with a request to hoist the same on MMTC intranet

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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **March 31, 2021**

OFFICE ORDER NO. SCI/ 44 /2021

On attaining the age of superannuation at 60 years, Shri Shri Ballabh Mathpal, General Manager, Employee No. 909100, Corporate Office, shall retire from the services of MMTC Limited with effect from 31/03/2021 (A/N).

As per service records, the date of birth of Shri Shri Ballabh Mathpal is 15/03/1961 (Fifteenth March, Nineteen Sixty-One).

The correspondence address of Shri Shri Ballabh Mathpal after retirement will be as under for all purposes: -

Permanent Address	:	A-403, Gayatri Co-operative Group Housing Society, Plot No. 9, Sector-9, Dwarka, New Delhi-110075
Mobile No.	:	+91-9810239043
E-mail ID	:	**sbmathpal@gmail.com**

आनंद गौड़

(A.N. Gaur)
General Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary.
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
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9. Time Office/Reception/Telephone Cell
10. Office order file.
11. AGM (Systems) - with a request to hoist the same on MMTC intranet.

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Core-1, "SCOPE COMPLEX", 7 Institutional Area, Lodhi Road, New Delhi-110 003 INDIA
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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/18/P (SC-I)/2021

March 31, 2021

OFFICE ORDER NO. SC-I/ 45 /2021

On attaining the age of superannuation at 60 years, Shri Suresh Prasad Rajak, Operator, Employee No. 802273(MICA), Abhraknagar Office under Corporate Office, shall retire from the services of MMTC Limited with effect from 31/03/2021(A/N).

As per service records, the date of birth of Mr. Suresh Prasad Rajak is 12/03/1961 (March Twelfth, Nineteen Sixty-One).

The correspondence address of Mr. Suresh Prasad Rajak after retirement will be as under for all purposes: -

Permanent Address	:	AT: P.O. & P.S. Chandwara, Distt. Koderma - 825409 Jharkhand.
Mobile No.	:	+91-8809608901

आनंद गौड़

(A.N. Gaur)
General Manager(P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
3. All CGMs/GMs/AGMs/ DGMs at CO/ ROs/Company Secretary
4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
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PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2021 **March 31, 2021**

OFFICE ORDER NO. SCI/ 46 /2021

Consequent upon acceptance of resignation by the Competent Authority, Shri Ramesh Chand Khinchi, Manager(F&A), Employee No. 964698, Corporate Office, is relieved from the services of the company with effect from 31/03/2021(A/N).

The correspondence address of Shri Ramesh Chand Khinchi after his resignation will be as under: -

PERMANENT ADDRESS	:	**109, Visvashvariya Nagar Ext., Triveni Nagar, Jaipur.**
MOBILE NO.	:	**+91-8470026007**
E- MAIL ID	:	khinchi.ramesh02@gmail.com

आनंद गौड़

(A.N. Gaur)
General Manager (P)

To: -

1. Individual Concerned
2. CMD Sectt. /PSs to Directors/Co-ord. to CVO.
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4. MD, MTPL, Singapore/ GM(Admn.)
5. GM(Medical)/DGM (CPF A/cs.)/(Protocol)/Chief Mgr.(Estate).
6. Sr. Manager(CPF/RB)/(SC-II)/(IR)/Manager(A&E)/(AR-Cell) /Insurance Cell.
7. Secretary General, Federation of MMTCOA, DRO/ Federation of SC/ST Welfare Association, CO /Secretary General, Federation of Staff Unions, CO
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10. Office order file.
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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 31.03.2021**

Office Order No. SCI/47/2021

It has been decided with the approval of Competent Authority to transfer the following officers as under:-

Sl. No.	Name / Designation	Emp. No.	Present Place of Posting	New Place of Posting
1.	Sh. Chandra Mohan Purty / AGM (F&A) – Incharge Finance	919931	Vizag	Vizag – To handle Non - sensitive post
2.	Sh. Drona Venkateswara Rao / Ch. Manager (F&A)	963595	Vizag	Chennai – Central A/cs
3.	Sh. P. Basavaraja / Sr. Manager	943291	Vizag	Hyderabad
4.	Sh. N. Nandakumar / Manager (Systems)	960094	Vizag	Vizag – To handle Systems related work only

All the above officers shall report for duty at new place of posting after handing over the existing charge to their respective reporting Officer.

Sl. No. 2 & 3 will be eligible for transfer benefits in terms of IR Circular No. 07/2020 dated 24.07.2020 and report for new place of posting positively by 15.04.2021.

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2019 **Dated : 31.03.2021**

Office Order No. SCI/48/2021

It has been decided with the approval of Competent Authority to transfer the following officers as under:

i) In partial modification of Office Order No. SCI/193/2020 dated 29.09.2020 and SCI/8/2021 dated 19.01.2021 Sh. Anil Kumar Nanda, Sr. Manager (F&A), Emp. No. 964566 stands transferred to RO Hyderabad. After handing over the existing charge, he shall report for duty at RO Hyderabad w.e.f. 01.04.2021. He shall also draw his next salary from RO Hyderabad only. Sh. A.K. Nanda will be eligible for transfer benefits in terms of of IR Circular No. 07/2020 dated 24.07.2020.

ii) Sh. Subrata Saha, Emp. No. 946141, CGM – Camp Office Kolkata is also assigned the charge of RO Chennai as Incharge to operate from Camp Office Kolkata till further orders.

आनंद गौड़/-
(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet
7. Office Order File
8. Time Office

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI
PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/2/2019 **Dated : 31.03.2021**

Office Order No. SCI/49/2021

In terms of office order No. SCI/239/2021 dated 16.12.2020, Sh. Sanjeev Kumar, Emp. No. 953406, COM (PS) was transferred from Corporate Office to SRO Bhubaneswar on administrative grounds to assist the team sent for expediting the disinvestment of NINL related issues.

In view of the constituted team having completed its assignment at Bhubaneswar, Competent Authority has called back Sh. Sanjeev Kumar at C.O. w.e.f. 04.01.2021 for some urgent official work and has ordered to restore his services at C.O.

Sh. Sanjeev Kumar will report to Sh. Sanjeev Dua, CGM – Diversification Cell.

आनंद गौड़

(A. N. Gaur)
General Manager (P)

To :

1. Individual concerned
2. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
3. CGMs/GMs CO/ROs
4. DGM (CPF A/cs)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU
6. AGM (Systems) – with a request to upload the same on MMTC Intranet and Employee Corner of MMTC website
7. Office Order File
8. Time Office