MAKE IN INDIA

एमएमटीसी लि मि टे ड 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** **August 13, 2021**

## OFFICE ORDER NO. SCI/139 /2021

Consequent upon acceptance of resignation by the Competent Authority, Shri Saurabh Kumar, Dy. Manager (Rajbhasha), Employee No. 964736, Corporate Office, shall be relieved from the services of the company with effect from 16/08/2021(A/N).

The correspondence address of Shri Saurabh Kumar after his resignation will be as under:

| | | |
|---|---|---|
| Present address | : | Flat No. B 203, Lav Villa Apartment,<br>Near Maharani Petrol Pump,<br>Bodhgaya, Gaya-Bodhgaya Road,<br>Gaya, Bihar-823004. |
| Permanent Address | : | C/o Shri Arun Kumar (Stamp Vendor),<br>Vill. Patori, Panchayat - Faraha,<br>Nawada -805121 (Bihar). |
| Mobile No. | : | +91-9884732842<br>+91-9953064280 |
| E-mail ID | : | saurabh15190@ 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.
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 and

**"हिन्दी में लिखे पत्रों का स्वागत है"**

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**MMTC LIMITED : CORPORATE OFFICE : NEW DELHI**

**PERSONNEL DIVISION ( SC-I SECTION)**

**No. MMTC/P(SCI)/1/2019** **Dated : 13.08.2021**

**Office Order No. SCI/140/2021**

Pursuant to Office Order No.SCI/136/2021 dated 09.08.2021, Sh. Vinay Kumar, Dy. Manager (Rajbhasha) upon relieving from DRO, vide relieving letter dated 12.08.2021 has joined the Corporate Office (Rajbhasha Prabhag) on 13.08.2021 (FN).

He shall look after the Rajbhasha related work at CO, in addition to work relating to DRO.

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/AR Cell/ Manager(A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTCEU and Fed. Of 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