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)/2024

January 31 , 2024

OFFICE ORDER NO. SCI/16/2024

On attaining the age of superannuation, Ms Meenu Kapoor, Chief Office Manager(PS), Employee No.941646, Corporate Office, shall retire from the services of MMTC Limited on 31/01/2024 afternoon.

As per service records, the date of birth of Ms Meenu Kapoor is 03/01/1964 (Third January Nineteen Sixty Four).

The correspondence address of Ms Meenu Kapoor after her retirement will be as under for all purposes: -

Present & Permanent Address	:	A-317/1, 2nd Floor,Derawal Nagar,Near Shah Ji Ka Gurudwara,Delhi-9(NORTH WEST DELHI)
Mobile No.	:	9811984690
E-mail ID	:	meanurajivkp@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 at CO/ ROs/Company Secreta
4. GM(Medical)/DGM (CPF A/cs.)/Chief Mgr.(Estate)
5. DGM/Sr. Manager(CPF/RB)/(SC-II)/(IR)/(A&E)/(AR-Cell) /Insurance Cell.
6. Secretary General, Federation of MMTCOA/ 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 (Sys.)-with a request to hoist the same on MMTC intranet & Employee Corner
11. Rajbhasha Prabhag –with a request to translate the order in Rajbhasha.