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

MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2022 **Dated :23.11.2023**

Office Order No. SCI/185/2023

Pursuant to receipt of applications seeking Voluntary Retirement from MMTC employees in response to Circular No. MMTC/CO/IR/06/2023 dated 16.03.2023 and in partial modification of Office Order No. SCI/182/2023 dated 20.11.2023 in terms of Circular No. MMTC/CO/IR/15/2023 dated 10.10.2023, the Competent Authority has accepted the request for Voluntary Retirement in respect of following employees subject to Vigilance Clearance as under :-

Sl. No.	Name S/Shri	Designation	Emp. No.	ROs/SROs	Date of Relieving
1	Ms. Anchal Nakra	Sr. Manager (F&A)	964636	CO	30.11.2023
2	G. Gururaja	Manager (F&A)	943453	Hyderabad	30.11.2023
3	Drona Venkateswara Rao	Ch. Manager (F&A)	963595	Vizag	30.11.2023
4	Deepak Jaswani	Sr. Manager (F&A)	964660	CO	31.12.2023

II . LIST OF OFFICERS UPTO THE LEVEL OF DGM TO BE RELIEVED POST COMPLETION OF TASKS

Sl. No.	Name S/Shri	Designation	Emp. No.	RO/SRO
1	Gaurav Kataria	Ch. Manager (F&A)	964517	Jaipur
2	Subodh Kumar Prasad	Ch. Manager (F&A)	964521	Jaipur

All the above employees except those who are placed in the list II shall be relieved from the services of the company under Voluntary Retirement Scheme 2023 – I as per relieving date mentioned.

Regional Heads/Divisional Heads are advised to convey the acceptance of Management against above VR applications submitted by the employees and ensure that necessary handing over / taking over formalities like completion of digitization of records. FDRs/BGs in the custody of the officials, closing of books of accounts, files in the custody of Officers to be relieved to be handed over through a proper list and other tasks pending with the official concerned are completed to the satisfaction of the Regional Head at RO / Divisional Head at CO without fail before being relieved from the Region/CO and a certificate to this effect must be issued by Concerned RO / CO Divisional Head for relieving the VRS optee. In case of unsatisfactory completion of tasks, Regional/Divisional Head to submit report in this respect to respective Directors for further directions in this regard and accordingly relieving will be done at a later date.

आनंद

'NO DEMAND CERTIFICATE'is to be obtained in respect of above employees and all dues to the Company are fully recovered / adjusted before the employee is relieved on Voluntary Retirement.

In case where employee is holding Company leased / Company owned accommodation, the "MMTC Residential Apartment Allotment Rules 1972", as amended time to time, shall be applicable to them.

This order may be circulated to all the above employees and would be treated as communication of acceptance of Voluntary Retirement Application to the Applicants subject to Vigilance clearance.

Further, Shri V. Srinivasa Rao, Emp. No. 955273, Ch. Manager (F&A) - Chennai shall take over the charge from Shri Drona Venkateswara Rao, Emp. No. 963595, Ch. Manager (F&A) - Vizag to enable him to be relived on 30.11.2023. Sh. V. Srinivasa Rao will be functioning from RO Chennai as head of Finance of Vizag Office also and shall be stationed at Vizag for a fortnight every month to enable discharge of finance functions at Vizag Office.

This issues with the approval of Competent Authority.

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. Secy. Genl Fedn of MMTCOA, 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. Personal file
9. Time Office