एम एम टी सी 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 :26.12.2023**

**Office Order No. SCI/211/2023**

Pursuant to receipt of applications seeking Voluntary Retirement from MMTC employees in response to Circular No. MMTC/CO/IR/21/2023 dated 23.11.2023, 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. | Camp / Corporate Office |
|---|---|---|---|---|
| 1 | **R. NITYANAND** | **AGM** | **912861** | CO |
| 2 | **N. S. RASAM** | **SR.MANAGER** | **940230** | Mumbai |
| 3 | **SANTOSH KUMAR V.** | **Manager (F&A)** | **942769** | Mumbai |
| 4 | **SHAILENDRA D. GANGAN** | **DGM (Systems)** | **942961** | Mumbai |
| 5 | **R. P. KAMBLE** | **Chief OM (PS)** | **944990** | Mumbai |
| 6 | **VINIT BALARAM KAMBLE** | **Chief OM (PS)** | **944869** | Mumbai |
| 7 | **MS. J BHAGYA LAKSHMI** | **Sr. Manager** | **960014** | Vizag |

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

| Sl. No. | Name (S/Shri) | Designation | Emp. No. | Camp / Corporate Office |
|---|---|---|---|---|
| 1 | **MANISH KUMAR ROHELLA** | **Manager (F&A)** | **964696** | Jaipur |
| 2 | **SAMEER ANIL VERMA** | **Manager** | **964684** | 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 on 29.12.2023 (30th & 31st December 2023 being Saturday and Sunday).

Camp Office 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 Head at Camp Office / Divisional Head at CO without fail before being relieved from the Camp Office/CO and a certificate to this effect must be issued by Concerned Camp Office / CO Divisional Head for relieving the VRS optee. In case of unsatisfactory completion of tasks, Camp Office/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.

'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.

This issues with the approval of Competent Authority.

26/12/23

(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)/ (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