एमएमटीसी
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MMTC
LIMITED
भारत सरकार का उपक्रम
A GOVT. OF INDIA ENTERPRISE
touching lives, adding value
PERSONNEL DIVISION
(SC- I SECTION)

No. MMTC/CO/1/P(SC-I)/2022 January 27, 2022

OFFICE ORDER NO. SCI/ 4 /2022

Consequent upon acceptance of resignation by the Competent Authority, Ms. Monika Relan, Dy. Manager(F&A), Employee No. 964745, Corporate Office, shall be relieved from the services of the company with effect from 27/01/2022(A/N).

The correspondence address of Ms. Monika Relan after her resignation will be as under:

Present Address	:	E-143 A, Greater Kailash-II, SF, New Delhi -110048.
Permanent Address	:	352, Narmada Apartments, Alaknanda, New Delhi -110019.
Mobile No.	:	+91 9899070783
E-mail ID	:	monikarelan111@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 Employee Corner of MMTC Website
12. Rajbhasha Prabhag –with a request to translate the order in Rajbhasha

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MMTC LIMITED : CORPORATE OFFICE : NEW DELHI

PERSONNEL DIVISION (SC-I SECTION)

No. MMTC/P(SCI)/1/2022 **Dated : 27.01.2021**

Office Order No. SCI/5/2022

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 Kaushal, Manager (F&A), Employee No. 964665 to join the said post initially for a period of one year in the Level-10 of Pay Matrix (pre-revised PB-3:Rs. 15600-39100+5400)..

The terms and conditions of appointment of Shri Kaushal during his tenure of deputation in DSIIDC will be governed by the instructions of Department of Personnel & Training.

The deputation will commence immediately after the above official is relieved today i.e. 27.01.2022 (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 and Employee Corner of MMTC website
8. Office Order File
9. Personal file
10. Time Office