MMTC LIMITED : CORPORATE OFFICE : NEW DELLHI
PERSONNEL DIVISION(SC-I SECTION)

NO. MMTC/P(SCI)/1/2022 **Dated : 09.05.2023**

Office Order No. SCI/ 72 /2023

Attention is invited to Office Order No.SCI/177/2021 dated 12.11.2021 wherein the procedure for audit of Service Books has been enumerated. Further to the said order, the competent authority has accorded approval and following procedure is approved for adoption:

A committee consisting of Associate Finance of Personnel/Separating Division and Internal Audit Division would check the Service Books in respect of normal superannuating and VRS employees.

In case of Divisions not having Associate Finance, Ms. Sanchi Mittal, Manager (F&A) and or Ms. Anchal Nakra, Sr. Manager (F&A) would assist Internal Audit in the clearance of Service Books. The committees would report to DGM (IA) as the head of Internal Audit. Further, all the divisions are directed to clear the files on high priority basis since retired employees are required to invest the money received within one month of their being relieved.

The order comes into force with immediate effect.

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 at 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