एमएमटीसी
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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)/1/2019 **Dated : 12.11.2021**

Office Order No. SCI/177/2021

Competent Authority has decided that henceforth following system will be followed for audit of service books and attending to tenders of Internal Audit related matters :-

1. **Audit of service books for leaves**
   - i) The service book for leaves will first be checked by Associate finance of Personnel Division (Ms. Poonam Taneja);
   - ii) Thereafter, it will be sent to the associate finance of the concerned division from where the employee is separating; and
   - iii) Lastly, the service book will be sent to Internal Audit Division for thorough audit.

2. **Tender nomination**

The Finance Officers from other Divisions may be designated as IA Officials for the purpose of tender opening and they will be open the tenders, as per following pair :-

S. No.	Tender of Division	To be attended by Primary / Secondary*
1	Fertilizer	PMD
2	Coal	Projects / GT
3	Systems	Personnel
4	NFM	IT / GST Cell
5	Steam Coal	Admin / Estate / CC
6	Minerals	NINL
7	NINL	Minerals
8	Admin / Estate / CC	Steam Coal
9	IT / GST Cell	NFM
10	Personnel	Systems
11	Projects / GT	Coal
12	PMD	Fertilizer

For Fertilizer Division, PMD is primary Division and the division below PMD i.e. Project / GT is secondary Division and same principle would apply in the case of other divisions also. In case of non availability of finance official from primary division an official from the secondary division shall be nominated.

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)/Sr. Mgr(CPF/RB)/Mgr.(AR Cell)/ (A&E)/(Manpower)
5. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Welf. Assn., CO/Fedn of MMTCEU,CO
6. AGM (Systems) – with a request to upload the same on MMTC Intranet and Employee Corner of MMTC website