

No. HR/CGM (HR-TE)/MPR/ **0 1 3 5 8 1**

Date: **2 3 MAY 2013**

OFFICE ORDER: MPR - 45/2013

Preamble:

- 1) Further to Office Order No. MPR-11/2013 (HR/CGM (HR-T/E)/MPR/1320) dtd 17-01-2013
- 2) Further to Office Order No. MPR-43/2013 (HR/CGM (HR-T/E)/MPR/12511) dtd 10-05-2013


Corrigendum:

Statements showing the corrected sanctioned strength of following Sections/ Cells in Corporate Office are appended herewith. Original Statements appended to the above referred order no. 01 have replaced by these Statements.

- 1) TRC/RAT Section
- 2) Commercial Section
- 3) Registry Section
- 4) IT Cell
- 5) Legal Cell

Other contents of original order shall remain unchanged.

This order is available on company's Intranet and no hard copy will be sent to any office.


(P. M. Matey)
Chief General Manager (HR-TE)

TRC/RAT Section

Sr. No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept	O/s	Dept	O/s	Dept	O/s	Dept	O/s
1	2	3	4	5	6	7	8	9	10
Pay Group - I									
1	S. E. (Dist.)	1	0	0	0	0	0	1	0
2	E.E. (Dist.)	4	0	0	0	0	0	4	0
3	Dy.E. E. (Dist.)	4	0	0	0	0	0	4	0
4	Manager (F&A.)	1	0	0	0	0	0	1	0
Sub Total		10	0	0	0	0	0	10	0
Pay Group - II									
5	J. E. (Dist.)	4	0	0	0	0	0	4	0
6	Jr. Law Officer	1	0	0	0	0	0	1	0
Sub Total		5	0	0	0	0	0	5	0
Pay Group - III									
7	Steno Typist / O.A.	1	0	0	0	0	0	1	0
8	U. D. C. (A/c)	1	0	0	0	0	0	1	0
9	U. D. C. (HR)	2	0	1	0	0	0	1	0
10	L. D. C. (HR)/O. A.	1	1	0	0	0	0	1	1
Sub Total		5	1	1	0	0	0	4	1
Pay Group - IV									
11	Daftary/ O.A.	0	0	0	0	0	0	0	0
12	Peon	1	2	0	0	0	0	1	2
Sub Total		1	2	0	0	0	0	1	2
TOTAL		21	3	1	0	0	0	20	3

Registry Section

Sr. No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept	O/s	Dept	O/s	Dept	O/s	Dept	O/s
1	2	3	4	5	6	7	8	9	10
Pay Group - I									
1	A. M. (HR)	1	0	0	0	0	0	1	0
Sub Total		1	0	0	0	0	0	1	0
Pay Group - III									
2	Sr. Typist /OA	0	1	0	1	0	0	0	0
3	U. D. C. (HR)	1	0	0	0	0	0	1	0
4	L. D. C. (HR)/O. A.	4	3	0	0	0	1	4	4
Sub Total		5	4	0	1	0	1	5	4
Pay Group - IV									
5	Renio Optr/Peon	2	0	2	0	0	0	0	0
6	Peon	6	1	3	1	0	0	3	0
Sub Total		8	1	5	1	0	0	3	0
TOTAL		14	5	5	2	0	1	9	4

Commercial Section

Sr. No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept	O/s	Dept	O/s	Dept	O/s	Dept	O/s
1	2	3	4	5	6	7	8	9	10
	Pay Group - I								
1	C. E. (Dist.)	1	0	0	0	0	0	1	0
2	S. E. (Dist.)	3	0	0	0	0	0	3	0
3	E.E. (Dist.)	5	0	0	0	0	0	5	0
4	Dy. Manager (F&A)	1	0	0	0	0	0	1	0
5	Dy.E. E. (Dist.)	4	0	0	0	0	0	4	0
6	Asstt. Manager (F/A)	1	0	0	0	0	0	1	0
7	A. L. O.	1	0	0	0	0	0	1	0
	Sub Total	16	0	0	0	0	0	16	0
	Pay Group - II								
8	A. E. (Dist.)	3	0	0	0	0	0	3	0
9	J. E. (Dist.)	10	0	0	0	0	0	10	0
10	Jr. MNGR (HR)/PA	1	0	1	0	0	0	0	0
11	Jr. MNGR (F/A)	1	0	0	0	0	0	1	0
	Sub Total	15	0	1	0	0	0	14	0
	Pay Group - III								
12	A. A. / Auditor	2	0	0	0	0	0	2	0
13	Stenographer / O.A.	1	0	0	0	0	0	1	0
14	U. D. C. (A/c)	2	0	0	0	0	0	2	0
15	U. D. C. (HR)	0	0	0	0	0	0	0	0
16	Steno-Typist / O.A.	3	0	0	0	0	0	3	0
17	Driver	0	0	0	0	0	0	0	0
18	L. D. C. (HR)/O. A.	2	1	0	1	0	0	2	0
	Sub Total	10	1	0	1	0	0	10	0
	Pay Group - IV								
20	Daftary/ O.A.	1	0	0	0	0	0	1	0
21	Peon	3	3	0	0	0	0	3	3
	Sub Total	4	3	0	0	0	0	4	3
	TOTAL	45	4	1	1	0	0	44	3

IT Cell

Sr. No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept	O/s	Dept	O/s	Dept	O/s	Dept	O/s
1	2	3	4	5	6	7	8	9	10
	Pay Group - I								
1	CGM (IT)	1	0	0	0	0	0	1	0
2	G. M. (IT)	2	0	0	0	0	0	2	0
3	Dy. G. M. (IT)	5	0	0	0	0	0	5	0
4	System Analust	10	0	0	0	0	0	10	0
5	Programmer	18	0	0	0	0	0	18	0
6	E. E. (Dist)	3	0	0	0	0	0	3	0
7	Dy. M. (F&A)	1	0	0	0	0	0	1	0
8	Dy. E. E. (Dist)	2	0	0	0	0	0	2	0
9	A. M. (HR)	1	0	0	0	0	0	1	0
10	A. M. (F&A)	1	0	0	0	0	0	1	0
	Sub Total	44	0	0	0	0	0	44	0
	Pay Group - II								
11	Asstt. Programmer	37	0	0	0	0	0	37	0
12	A. E. (Dist)	3	0	0	0	0	0	3	0
13	J. E. (Dist)	6	0	0	0	0	0	6	0
	Sub Total	46	0	0	0	0	0	46	0
	Pay Group - III								
14	H. C./Sr. C./E.A.	1	0	0	0	0	0	1	0
15	A. A.	1	0	0	0	0	0	1	0
16	Stenographer/OA	1	0	0	0	0	0	1	0
17	U. D. C. (A/c)	1	0	0	0	0	0	1	0
18	U. D. C. (HR)	1	0	0	0	0	0	1	0
19	L. D. C. (HR)/O. A.	0	2	0	1	0	0	0	1
	Sub Total	5	2	0	1	0	0	5	1
	Pay Group - IV								
20	Daftary/OA	1	0	0	0	0	0	1	0
21	Peon	1	3	0	0	0	0	1	3
	Sub Total	2	3	0	0	0	0	2	3
	TOTAL	97	5	0	1	0	0	97	4

Legal Cell

Sr. No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept	O/s	Dept	O/s	Dept	O/s	Dept	O/s
1	2	3	4	5	6	7	8	9	10
	Pay Group - I								
1	C. L. A.	1	0	0	0	0	0	1	0
2	Manager (HR)	1	0	1	0	0	0	0	0
3	Dy. M. (HR)	0	0	0	0	1	0	1	0
4	Dy. L. O.	1	0	0	0	0	0	1	0
5	A. L. O.	2	0	0	0	0	0	2	0
	Sub Total	5	0	1	0	1	0	5	0
	Pay Group - II								
6	J.L. O.	1	0	0	0	0	0	1	0
	Sub Total	1	0	0	0	0	0	1	0
	Pay Group - III								
7	H. C./Sr. C./E.A.	1	0	0	0	0	0	1	0
8	Stenographer/OA	2	0	0	0	0	0	2	0
9	Steno Typist /O. A.	1	0	0	0	0	0	1	0
10	L. D. C. (HR)/O. A.	0	1	0	0	0	0	0	1
	Sub Total	4	1	0	0	0	0	4	1
	Pay Group - IV								
11	Peon	1	1	0	0	0	0	1	1
	Sub Total	1	1	0	0	0	0	1	1
	TOTAL	11	2	1	0	1	0	11	2