

Sub: Visit of RGB Members from various states to Paradeep Unit from 92/2013 formation of committees thereof

As you are aware, there are 11 groups of RGB members visiting Paradeep Plant starting from 09/02/2013 onwards as per information received from Head Office. We have to make elaborate arrangements for their transport, stay, site seeing, catering etc.

A meeting was held under the chairmanship of Sr.GM (Pdp) in the Board Room on 17<sup>th</sup> January, 2013 to constitute various committees to take care of the activities during their visit. Following committees are formed to undertake various functions”-

1. Reception Committee : Shri DS Rao, JGM (Matls),  
(He may co-opt sufficient members for this purpose.)
2. Presentation : Mr.CN Shah, JGM (Process)
3. Plant Visit : Mr.PV Narayana, GM (Tech) : He may  
Co-opt one Engineer each from SAP, PAP  
and DAP plants alongwith Mr.Venkateshwar  
Loo from Process Engg.
4. Site Seeting : Capt.SK Mohapatra, DGM (Shipping) &  
Mr.BK Sahoo, M (PR)
5. Catering arrangements : Mr.AK Panda, GM (Prodn)  
Mr.SR Maurya, DGM (TPT)  
Mr.BD Yadav, CM (Offsites)
6. Accommodation : Mr.MK Shah, JGM (Civil) – He may co-opt  
sufficient members for his team, involving  
employees from Civil, Instn., Elect,  
Admn.etc to take care of complaints, if any.
7. Distribution of TA/DA : Mr.Suresh Goyal, DGM (F&A) & his team
8. Security : Col.S.Mishra, DGM (S) & his team.
9. Temple Visit : Mr.PH Patel, JGM (U)

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All logistic support and placement of work order for hiring of buses, procurement of Bouquets, Mineral Water, Photographer, Gifts to RGB members will be arranged by the following group of personnel from P&A department:

1. Mr.Simanchal Pattnaik, Manager (HR)
2. Mr.DK Mishra, DM (HR)
3. Mr.Anil Kumar Singh, AM (HR)
4. Mr.D.Pattanayak, Sr.Assistant (Admn)
5. Mr.Prasanna Kumar Beura, Asstt. (Admn)
6. Mr.Panchanan Ghadai, Jr.Care Taker

Submitted for approval.

(RS Nair)  
Dy.General Manager (HR)

**Sr.General Manager** : may kindly approve