

Ref.: MKHO/Pers./Estt.6

Dated: 05.07.2018

OFFICE ORDER

Consequent upon superannuation of Smt. Archana Goel, Sr. Manager (Admn.) the Medical function will be looked after by the following officials:

S.N.	Employee Details	Work Assigned
1	Shri Balwant Singh, Manager (Admn.) Mobile No: 9810798221, E-mail ID: balwantsingh@iffco.in	He will be looking after all the Special Medical Sanction cases of Head Office and all the Manufacturing Units.
2	Shri Govind Singh, Data Proc. Officer Mobile No: 9818053044, E-mail ID: govind@iffco.in	He will be looking after the Annual Medical claims of employees of Head Office & Marketing Central Office. He will also look after the Special Medical Sanction cases of Marketing Division.

Both the above mentioned officers will report to Smt. Sophia Siddiqi, Chief Manager (HR), MKCO.


(Nakul Pathak) 05/07/18,
General Manager (HR)

Distribution:

Dir. (Tech.)/Dir. (Strategy & JV)/Dir. (IT serv.)/Dir. (CD & ESP)/Dir. (CRS)/MKD
All Sr. ED's
All SGM's/GM's/CVO
All JGM's/SMM's
All Concerned

JGM-MD Office/JMD Office for kind information