

नेशनल प्रोजेक्ट्स कन्स्ट्रक्शन कारपोरेशन लिमिटेड

(भारत सरकार का उद्यम)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

CORPORATE OFFICE

PLOT NO. 148, SECTOR-44, GURUGRAM-122003 (HARYANA)

Ref. No. 500160/EB/ 308

Dated : 25th August, 2017

OFFICE ORDER

The Establishment Board (EB) is hereby, constituted in NPCC with the following membership:-

1. Presiding Officer : Shri Manohar Kumar,
Director(Engineering)
2. Member-I : Shri Sahab Narayan,
Director(Finance)
3. Member-II : Shri Akhilesh Mishra,
GGM(HR)
4. Member Secretary : Ms. Jasmine Dhar Singh,
DGM(HR)

2. The terms of reference (TOR) of the Establishment Board are as under:-

- (i) To consider transfer, posting of employees of all categories.
- (ii) Matters relating to placement of officers and employees on initial appointment to NPCC.
- (iii) The Establishment Board will meet at regular intervals not later than once a fortnight to dispose off all the matters pending / received during the period.
- (iv) The proceedings of the Establishment Board will be minuted and the Member -Secretary would get signatures of all the Members of Establishment Board with recommendation of the EB.
- (v) Recommendations of Establishment Board will be put up to Chairman-cum-Managing Director for his/her approval.

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- (vi) Upon receipt of approval of CMD, the HR Division would issue orders under the signature of DGM(HR) cum Member –Secretary of the Establishment Board.
- 3. In case, any employee who has completed his/her tenure or has mitigating circumstances, he/she may submit his/her representation to the Establishment Board through his/her chain of command. No direct application will be considered by the Establishment Board.

• This is issued with the approval of the Competent Authority.


(K. VENKATA RAMANA)
MANAGER (HR)

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Distribution:-

1. All Divisional Heads, NPCC Limited, Corporate Office, Gurugram – with a request to circulate the same to all Sectional Head under their control for information please.
2. All Zonal Managers, NPCC Limited-with a request to circulate the same to all Project Managers under their control for information please.
- ✓ 3. SM(IT), NPCC Limited, Corporate Office, Gurugram with a request to upload the same in npcc website please.
4. GM(CS)/SM(HR), NE, APAR/Disc./ M(HR), IR, DM(HR), EE/TS(CPF), IA/Govt. Audit, NPCC Limited, Corporate Office/Regd. Office.

SPS TO CMD/PS TO D(E)/PS TO D(F)/SPS TO CVO