



भारतीय पटसन निगम लिमिटेड The Jute Corporation of India Limited

— A Government of India Enterprise

An ISO 9001:2008 Certified Company

Regd. & Head Office : 15N, Nellie Sengupta Sarani,
7th Floor, Kolkata – 700 087

Corporate Identification No.: U17232WB1971GOI027958

Ref/JCI/Promotion/2017-18/Pers(R)

Date: 31.01.2018

OFFICE ORDER

The following Senior Assistants have been selected for promotion to the post of Office Manager in the Pay Band of Rs.9,300-34,800/- plus Grade Pay Rs.4,200/-(CDA) / Rs.12,000- 30,000/- (IDA), as the case may be, with effect from the date of their assumption of charge as Office Manager at their respective place of posting. TA/DA, Joining Time etc. will be admissible as per extant rules of the Corporation.

| Sl.No. | Name | Present Place of posting | Transferred to |
|--------|--------------------------|--------------------------|----------------|
| 1 | Sri Sumit Kr. Das | Head Office | Head Office |
| 2 | Smt. Jhunu Begum | Nagaon RO | Nagaon RO |
| 3 | Sri Srimanta Kr. Mullick | Head Office | Head Office |
| 4 | Sri Arup Gupta | Head Office | Head Office |
| 5 | Sri Amal Banerjee | Head Office | Head Office |
| 6 | Smt. Bharati Mukherjee | Berhampore RO | Berhampore RO |
| 7 | Sri Barun Mandal | Dhubri RO | Dhubri RO |
| 8 | Sri Kamal Krishna Dutta | Head Office | Head Office |
| 9 | Sri Bishnu Kr. Chanda | Head Office | Head Office |
| 10 | Smt. Amiya Devi | Guwahati RO | Guwahati RO |

However, as soon as the new RLDs will come up, some Office Managers will be posted at RLDs as per the need of the Corporation at the discretion of the Competent Authority.

They will be on probation for a period of 6(six) months from the date of joining (but not exceeding the date of superannuation, if scheduled earlier) to the new post subject to confirmation in writing from the Competent Authority. At the end of this period, if their services are not found satisfactory, their case will be considered for revision/extension of probation period as may be deemed proper by the Competent Authority.

They will have to be computer conversant within these 6(six) months to the extent they can receive/sent e-mail, feed data on online software developed by JCI, store and retrieve information on computer etc. They may be required to work as assigned by the Management time to time additionally.

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Telephone : 2252-7496 / 7028 / 6952 / 6779 / 6770 / 6773 / 7108 / 6776 / 7027

E-mail : jutecorp@vsnl.net, Fax : 91-033-2252-6771 / 6890 / 6951, Website : www.jci.gov.in



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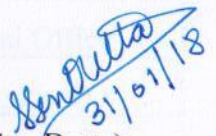
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They will also have working knowledge in Hindi.

Other terms and conditions of their services as incorporated in the Offer of Appointment issued to and duly accepted by them at the time of their joining this Corporation shall, however, remain unaltered.

This issues with the approval of the Competent Authority.


(Sandipa Sen Dutta)
Personnel Manager

For distribution to:-

1. CMD's Secretariate – For information to CMD please.
2. PA to D(F) – For information to D(F) please.
3. DGM(O/M)
4. C(V&A)
5. Sr.Mgr.(Fin.)
6. MMs/FMs/CS/ZMs
7. DPM/DMMs/DFMs/DAM
8. All AFMs/AMMs/AOs
9. All RM(I/C)s
10. Bills/Accounts/IR/Comp.Cell/Vig./Hindi Cell/Increment Cell/Admn./Mktg.
11. Persons concerned
12. Guard file/Personal file/Notice Board.

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