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**OIL AND NATURAL GAS CORPORATION LIMITED  
CORPORATE ESTABLISHMENT  
TEL BHAWAN , DEHRADUN**

No:DDN/CE/TS/TPT/PROM/E3  
-E4/2020

Date: 27.12.2019

OFFICE ORDER

Chief-HRD , Oil and Natural Gas Corporation Ltd. is pleased to promote the following employee(s) to the post of **Chief Manager (Logistics)** in the pay scale of Rs. 90000-240000 w.e.f. **01.01.2020**, under the "QUANTIFICATION SCHEME" in a temporary capacity until further order:

SL No	Employee Name	ID No	Designation	Present Location
1	Mr LAXMI PD PANCHANAN	050737	Mgr.(Tpt)	JORD
2	Mr FRANCIS RUZAI DSOUZA	057932	Mgr.(Tpt)	MUMB

**(Total : 2 Employee(s) )**

2. On promotion, they are permitted to take over charge of the post of **Chief Manager (Logistics)** at their present place of posting.

3. The promotion will be effective only if the employee(s) give an unequivocal undertaking in writing that they will move to a new station that may be decided later on. In the event of their not moving on transfer to a new station by stipulated date and / or in the event of their request for cancellation / deferment of transfer on any ground, whatsoever, this promotion order will stand withdrawn and cancelled, without any further notice.

4. The employee(s) are entitled to joining time of maximum 45 days from the date of issue of this order. In the event of not joining within stipulated time, this promotion order shall suo-moto become invalid and will be treated as withdrawn and cancelled automatically.

5. The employee(s) will be on probation for a period of one year from the date of assumption of charge of the post of the **Chief Manager (Logistics)** .

6. Their continuation as **Chief Manager (Logistics)** will depend upon satisfactory performance of their duties. The Competent Authority also reserves to itself right to extend period of probation at its discretion.

7. The employee(s) will be required to carry out duties either of post of **Chief Manager (Logistics)** or of the lower post depending upon exigency of work, irrespective of new designation. If at any time it is found that they have refused to carry out duties assigned to them, they will be liable to face disciplinary action besides reversion to the lower post.

8. Their inter-se seniority will be fixed later on.

9. This order is further subject to the conditions as follow:

i) The employee(s) has not got any serious health problems during the period under consideration.

*Madhvi*  
27-12-2019



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ii) The employee(s) was not on leave for more than 6 months in a year during period of consideration.

10. Other terms and conditions of their appointment will remain unchanged.

*Madan Singh* 27-12-2019

**MADAN SINGH**  
**Deputy General Manager (HR)**

Distribution :All Concerned