

NOTE

No. 2023/HQ/HR/Civil(RTI)

Dated: 03.08.2023.

Ref: RTI application No. 2023/HQ/ADMIN/RTI- 638 dated: 27.07.2023.

Reply to RTI , under reference is as under:-

Name of the Applicant: Naveen		
Point No.	Information Sought For:	Proposed Reply/Remarks
1.	What is the work profile or duty of Jr. Executive(Civil) at site.	As on date, no duty list of Jr.Exec/Civil is framed/circulated by corporate office. However, an employee has to work assigned to him by his controlling officer according to his place/location of posting.
2.	What is the work profile or duty of Jr.Executive(Civil) in office.	

U. D. Singh
3.8.2023
Asst. Manager/HR

~~JGM/HR~~

JGM
3/8/23

JGM/Admn(CPIO)