



NCC Bank

नेपाल क्रेडिट एण्ड कमर्स बैंक लि.
Nepal Credit & Commerce Bank Ltd.

Office Instruction Memo No. : 20/2074

Date of issue: Bhadra 26, 2074
(September 11, 2017)

Subject: Staff Transfers, New Appointments and
Assignments

To: All the Staff Members of Nepal Credit &
Commerce Bank Ltd.

This is to inform all the staff members of Nepal Credit & Commerce Bank Ltd. that the Management has decided to effect following Staff Transfers, New Appointments and Assignments from the dates mentioned below:

SN	Name	Designation	Present Dept./ Branch	Dept./ Branch Transferred To	Effective Date
1	Mr. Arpan Paudel	Senior Executive Officer	Credit Risk, Corporate	Corporate Banking, Corporate	14/09/2017 (Bhadra 29, 2074)
2	Mr. Navin Man Shrestha	Senior Executive Officer	Remittance, Corporate	Credit Risk, Corporate	13/09/2017 (Bhadra 28, 2074)
3	Mr. Sajen Rajkarnikar	Executive Officer	Branch Operation, Corporate	Banepa 006	13/09/2017 (Bhadra 28, 2074)
4	Mr. Pramod Bhattarai	Executive Officer	Kupondole 022	Kathmandu Main 003	13/09/2017 (Bhadra 28, 2074)
5	Ms. Sharada Khadka	Junior Executive Officer	Chabahil 014	Centralized Credit Operation, Corporate	12/09/2017 (Bhadra 27, 2074)
6	Ms. Shila Neupane	Senior Assistant	Kathmandu Main 003	Chabahil 014	12/09/2017 (Bhadra 27, 2074)
7	Ms. Shramika Raut	Senior Assistant	SME & Retail Credit, Corporate	Kathmandu Main 003	12/09/2017 (Bhadra 27, 2074)
8	Ms. Sabitri Shiwakoti	Assistant	Branch Operation, Corporate	Kathmandu Main 003	13/09/2017 (Bhadra 28, 2074)
9	Mr. Anil Kumar Upreti	Junior Assistant	Pokhara 013	RF Unit, Corporate	17/09/2017 (Ashwin 1, 2074)

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10	Mr. Ram Singh Bhandary	Junior Assistant	Collection & Recovery, Corporate	Lokanthali AP 045	12/09/2017 (Bhadra 27, 2074)
11	Ms. Sanju Koirala	Junior Assistant	Durbarmarg AP 043	Kathmandu Main 003	17/09/2017 (Ashwin 1, 2074)
12	Ms. Sushnita K.C.	Junior Assistant	Card, Corporate	Tinkune SP 076	17/09/2017 (Ashwin 1, 2074)
13	Ms. Rita Kandel	Junior Assistant	General Administration, Corporate	Kathmandu Main 003	12/09/2017 (Bhadra 27, 2074)
14	Ms. Nisha Yonjan	Junior Assistant	Kumaripati 017	Kathmandu Main 003	13/09/2017 (Bhadra 28, 2074)
15	Ms. Erika Mahat	Junior Assistant	Durbarmarg AP 043	Card, Corporate	13/09/2017 (Bhadra 28, 2074)
16	Ms. Shristi Shrestha	Junior Assistant	Durbarmarg AP 043	Teku ID 083	14/09/2017 (Bhadra 29, 2074)
17	Mr. Ajay Dani	Junior Assistant	Harichowk AP 050	Finance & Planning, Corporate	17/09/2017 (Ashwin 1, 2074)
18	Mr. Shyam Bhai Maharjan	Senior Driver after 5 years	Chabahil 014	Mr. Mukunda Subedi, AGM's Duty, Corporate	13/09/2017 (Bhadra 28, 2074)
19	Mr. Mangal Narayan Munakarmi	Senior Driver after 5 years	Kupondole 022	General Administration, Corporate	13/09/2017 (Bhadra 28, 2074)
20	Mr. Niran Maharjan	Driver	General Administration, Corporate	Chabahil 014	13/09/2017 (Bhadra 28, 2074)
21	Mr. Sushil Prajapati	Driver	General Administration, Corporate	Kupondole 022	13/09/2017 (Bhadra 28, 2074)
22	Ms. Kalpana Basnet	Messenger	Tinkune Office	New Road 007	13/09/2017 (Bhadra 28, 2074)
23	Ms. Sunmaya Ghalan	Messenger	Tinkune SP 076	Tinkune Office	13/09/2017 (Bhadra 28, 2074)
24	Ms. Alisha Ghale	Messenger	General Administration, Corporate	Kathmandu Main 003	13/09/2017 (Bhadra 28, 2074)

Signature

New Appointments and Assignments:

SN	Name	Designation	Present Dept./ Branch	Dept./ Branch Transferred To	Effective Date
1	Ms. Resha Bajracharya	Management Trainee	Human Resource, Corporate	Human Resource, Corporate	10/09/2017 (Bhadra 25, 2074)
2	Mr. Yagya Raj Paneru	Management Trainee	N/A	Kathmandu Main 003	10/09/2017 (Bhadra 25, 2074)

The Department Heads and Branch Managers are advised to release their respective staff members on due date.

Bandana Pathak
Deputy Chief Executive Officer