



कार्मिक अनुभाग / Personnel Affairs Section

परिपत्र / Circular No. 20
अक्तूबर/October 03, 2020

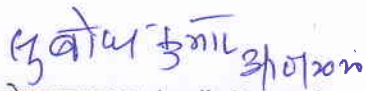
Sub: Staff – Process Assistant / Process Supervisor / Officers - Representation

It has been brought to the notice that Corporate Office has been receiving advanced copies of representations addressed to the General Manager-in-Charge /Managing Director from employees directly for information through post, email etc. without being forwarded through proper channel. It may please be noted that representations by individual employees or from group of employees are required to be forwarded through proper channel and addressed to the General Manager/Unit head. Under no circumstances, employees individually or in a group should send an advance copy to Corporate Office which cannot be acted upon without specific recommendation of the unit head.

2. In view of the above, all employees are hereby advised to submit their representation if any, addressed to the General Manager / Unit Head and desist themselves from sending their representations directly to Corporate Office / Managing Director through any mode failing which suitable administrative action may be initiated against such employees.

3. All employees may take a note of the above instructions for strict compliance.

This issues with the approval of DGM & OIC.


(सुबोध कुमार/Subodh Kumar)
सहायक महाप्रबंधक/Asst. General Manager

Distribution:

1. Dy General Manager & OIC - For kind information (By Corporate email)
2. All DGMs - By Corporate email
3. All HODs (By Corporate email) with a request to bring the contents of this Notice to the information of all the employees attached to their respective Divisions and advise those employees for strict compliance.
4. Notice Boards (Admin. / Main Press)
5. Notice / Circular File
6. BRBNM Officers' Association
7. BRBNML Employees' Union
8. BRBNM SC/ST Employees Welfare Association