

## **OFFICE MEMO**

I undersigning Vikas Ashok Avhad, working as Office Assistant at MMCT DRM Office for last 10 yrs. I need this office memo for JRH Hospital as my wife has undergone delivery at Hospital. This is for official use only and need to be submitted at JRH Hospital.

My service particulars are as follow

PF NO – 50813850455

Date of Joining – 07/05/2012

Designation – Officer Assistant/DRM Cell

Department – Personnel

Yours Faithfully,

Vikas Ashok Avhad

PS to DRM