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INTER OFFICE MEMO

From :
Manager-Recovery

To :
Joint Gen.Manager/General Manager

Date: 03.05.2014

With reference to office order No.690/GM/2014 dated 30/04/2014.

Mrs. Jyotirmayee Dash, Jr. Asst (Recovery) stands relieved from Recovery Deptt. Close office hours on 03/05/2014 and posted in Bhubaneswar Branch office as "Trainee HR". She would join at Bhubaneswar Branch office from 05/05/2014 onwards.

This is for your kind information please.

With regards,


Debabrata Dash
Manager (Recovery)

- CC to:
1. Mrs. Jyotirmayee Dash for information & necessary action.
 - ✓ 2. Asst. Manager HR for information.
 3. Manager Finance for information.
 4. Time office
 5. Personal File