



TAMIL NADU GRAMA BANK

(A Govt. Owned Scheduled Bank Sponsored by Indian Bank)
Head Office, No.6, Yercaud Road, Hasthampatti, Salem – 636 007
Phone No. 0427-2402904, Fax : 0427-2402900
Email: hrm@tngb.co.in

HRM Department

RRB-CWE-IX /Posting Order No: Off Scale I \ 51\ 2021-22

Date: 16.08.2021

Mr. / Ms. RAGUPATHI K
5 67 IRUSANAAMPATTI
CHENNAGIRI
SALEM 637501
TAMILNADU

ROLL NO: 2384000479

Ref: 1. Our Offer letter No: 57/2021-22 dated 09.06.2021

Further to your acceptance of our offer of employment, you are hereby appointed as Officer Scale I from 25.08.2021

You will be governed by Tamil Nadu Grama Bank (Officers & Employees) Service Regulations, 2019.

Scope of service of an officer and employee. - Every officer or employee shall be a whole time officer or employee and shall be at the disposal of the Bank, and he/she shall serve the Bank in its business in such capacity and at such place as he/she may from time to time be directed by any person or persons under whose jurisdiction, superintendence or control he/she may for the time being be placed. (Regulation No. 16)

Duties of an officer. - Every officer shall perform such duties and actions as may be necessary in times of need to ensure the carrying out of the normal work of the Bank every day including securing access to the office premises or branch, documents and equipment and receipt handling, processing, movement and dispatch of documents and records and such other matters relating to the business of the Bank. (Regulation No. 17)

You are advised to report at our RO, Namakkal on 25.08.2021 at the opening of office hours. The address of the Office is furnished below for your reference.

The Regional Manager,
Tamil Nadu Grama Bank
Regional Office
3/168, Bharathi Nagar
Mohanur Road,
Namakkal-637001

Wishing You a Bright and Successful Career in the Bank.

Chairman

Copy to:

1. The Regional Manager, Tamil Nadu Grama Bank, RO, Namakkal
- Please inform us the reporting of the Officer immediately on the date of joining
2. H.O. File