

**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: headoffice@tngb.co.in

HRM Department

RRB-CWE-VIII /Posting Order No: OA(MP) \ 58\ 2020-21

Date: 05.01.2021

Mr. /Ms. NIKITHA R
5BAR141 PANCHANATHIKULAM WEST
NAGAPATTINAM - 614714
TAMILNADU

ROLL NO: 2523004544

Ref: 1. Our Offer letter No: OAMP: 9/2020-21 dated 22.09.2020

Further to your acceptance of our offer of employment, you are hereby appointed as Office Assistant (MP) from **18.01.2021**

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)

You are advised to report for on the job training at our **Thalaignayiru** Branch on **18.01.2021** at the opening of office hours. The address of the Branch is furnished below for your reference.

Tamil Nadu Grama Bank
Thalaignayiru branch
MKEMR Complex
Kadaiveedhi,
Thalaignayiru
Nagapattinam-614712

Wishing You a Bright and Successful Career in the Bank.


General Manager

Copy to:

1. The Branch Manager, Tamil Nadu Grama Bank, Thalaignayiru Branch
- Please inform us the reporting of the Staff immediately on the date of joining
2. H.O. File
3. RO, Thanjavur