



Inter Office Memorandum

From,

The Zonal Manager,
Amritsar Zone,
(HRD)

To,

The Senior Branch Manager,
Jammu Branch

Ref No: ZOA: HRD: AKY: 1738

Dated : 07.10.2020

Recruitment of GBOs under JMGS-I

Candidates selected under IBPS PO/MT-JX Process

Ms. Raskomal D/o Sh. Hari Chand Roll NO. : 1801001850

- Reporting/Posting

In terms of our appointment letter Ref. No. ZO:HRD:AKY:1677 dated 25.09.2020, Ms. Raskomal D/o Sh. Hari Chand has been selected in our bank for the post of GBO in Junior Management Grade/Scale I.

She has reported to us today i.e. 07.10.2020 along with his Rapid Antigen (Covid-19) report dated 30.09.2020 issued by CMO, R.S. Pura, Jammu which is NEGATIVE. It has been decided by the competent authority to post her at your branch till further instructions. She will be on probation for a period of two years. Please advise her to submit the progress reports on monthly basis till conclusion of probation period in HRMS module. Please ensure to give maximum exposure to the probationary officer and also utilize her services for the development of branch business. Also, please obtain her signatures in the Declaration of Fidelity & Secrecy Book being maintained at your branch and confirm to us in this regard. We also enclose a form for membership of Staff Benevolent Fund Scheme. Please obtain her signatures on the said form, retain original in the personal file of Ms. Raskomal and send a copy of the same to us for our record.

As per terms of appointment, she has to deposit Rs. 100000/- as security deposit at the time of joining in our bank. Alternately she may deposit Rs. 10000/- initially and remaining amount of Rs. 90000/- in nine monthly installments of Rs. 10000/- each. This deposit will be refunded to her on completion of three years of satisfactory service in the Bank. Please collect the security amount as mentioned above from Ms. Raskomal before joining at your branch. Please retain the original DBD/FDR of the security amount with you and forward us copy of the same for our information & record. **AS PER HO INSTRUCTIONS, ALL NEWLY RECRUITED STAFF MEMBERS ARE TO SUBMIT HIS/HER PRAN CARD APPLICATION ALONG WITH ENCLOSURES AT THE TIME OF JOINING IN OUR BANK.** Please arrange to forward us the same complete in all respect for our onward submission to Head Office.

Also, please note importantly to capture biometrics of Ms. Raskomal immediately after creating her Finacle ID and confirm the same to us/IT Department. You may seek guidance from our IT Department in case any difficulty in this regard.

Please advise us and all concerned about reporting of Ms. Raskomal d/o Sh. Hari Chand at your branch.

(K.K. GARG)
DY. ZONAL MANAGER

CC: THE MANAGER,
HRMS DEPT.

