

सिडको / मु.अ. (न.मु.)
आवक क्र. 40
दिनांक 26/4/16

CIRCULAR

To streamline the process of attendance, all HODs / HOSs are requested to submit the Mustor Roll of their respective department to Personnel Department by 10.00 a.m. and collect the same from the Personnel Department by 04.00 p.m. This practise should be strictly followed everyday without fail.

(T.L.Parab)
Manager(Personnel)

To,
All HODs / HOSs

Cc to OSD to VC&MD / OSD to JMD / OSD to JMD-II / OSD to CA(NT) / OSD to CVO

सिडको
अ.अ. (मुख्यालय)
दिनांक... 9.15.....
दिनांक... 4/5/16.

[Signature]
28/4/16
PS + CE(NM)

SE(NM)
SE(KMB Pnl)
SE(KSA)
SE(KHR)
SE(DRM)
SE(Chase)
CE(NM) SE(NM)
SE(KRK)
SE(DRM)

[Signature]
2/5/16

Discussed with
on 2/5/2016. For circulation
to all SEs pl.

[Signature]
PS + CE(NM)

Circulate to all
SEs of CE(NM)

SE(HQ)

PA

[Signature]
04/5/16
SE(NM)