



ISO 9001: 2008 Certified

Human Resource Department

G.C.R.G. Group of Institutions

Ref. No. : G.C.R.G./HR/Joining/2022-23/ 24

Date: 22/08/2022

To,

1. **Accountant** - Salary account formalities.
2. **Reception** - Attendance register update.

Sub: New Joining: Lecturer in H.A.S. Department of G.C.R.G. College of Polytechnic.

Name : Ms. Anubha Awasthi
Emp. Code : 870
Joining Date : 16/08/2022
Contact No. : 8090099365
Correspondence Address : 538K/721 Triveni Nagar- II Sitapur Road Lucknow

Nandini
Head (HR)

Anubha
Director General

- C.C.:**
1. **The Chairman**, for kind information.
 2. Dy. Director
 3. Vice Principal (Polytechnic)
 4. Registrar
 5. Librarian
 6. Record Officer (Store & Records)
 7. Guard File
 8. Ms. Anubha Awasthi