



# आईटीआई लिमिटेड

(भारत सरकार का उपक्रम)

मिर्जापुर रोड, नैनी

इलाहाबाद-२११०१० (उ०प्र०) भारत

दूरभाष : (९१)(५३२) २६८७४०१-०७

फैक्स : (९१)(५३२) २६८७३४५, २६८६००८

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# ITI LIMITED

(A GOVT. OF INDIA UNDERTAKING)

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REF.NO. HR-P/59/S-JUL-08/IMC/1004

MEMORANDUM

DATE: July 01, 2008

To

Sri U S Dwivedi

Staff No. ND444

Naini Unit

Dear, Sri Dwivedi

We are pleased to inform you that you have been selected to the position of Deputy General Manager in Grade 7, in the pay scale of Rs. 17500-400-22300 with effect from July 01, 2008.

On your promotion in the higher grade, You will be on Probation for a period of twelve months from the date of taking over the higher assignment. On satisfactory completion of the period of probation, which will be determined by the Management, you will be communicated about your confirmation.

A separate communication will follow from HR Department regarding fixation of your pay in the higher Grade.

It may be noted, that subsequent to your promotion, if you are transferred and do not report at the place of posting within the given time frame, the order of promotion will stand withdrawn.

We are sure that in your new assignment, you will display greater initiative, enthusiasm and application which will help your career growth and the company would stand to benefit by the same in the years to follow.

With best wishes for a long and purposeful career in the Company.

Yours sincerely,

For ITI Limited

T. Usmani  
Additional General Manager (N)  
Unit Head