


5. **Please dispatch letter informing merger of the branch to locker hirers of the branch through registered post acknowledgment due and ensure obtention of acknowledgement from them.**
6. **Notice to Land Lord:** Notice of vacation to the land lord of the branch premises shall be issued as per terms & conditions of the lease deed in consultation with GAD, CO.
7. **Transfer of Accounts and files:** In consultation with ITD CO, the business of Manimajra Branch has to be integrated with Swastik Vihar branch and all the relevant files etc, may be transferred to Swastik Vihar branch.
8. **Disposal of vehicles, Furniture & Fixtures etc.:** To be taken up with GAD CO for their disposal
9. **Disposal of Computers, Printers, ISDN Lines etc.:** To be taken up with ITD CO for their disposal.
10. **Stationery Items:** The stationery items if any available at the branch to be transferred to the needy branches with proper accounting and balance shall be held at Swastik Vihar branch.
11. **Staff matters:** To be taken up with HRMD CO.

We request you to plan in such a manner that the process is completed by 09.08.2020 and branch ceases to function with effect from **10.08.2020**. 

On the date of integration of business / closure of the branch, RO has to confirm the same to Planning Department Central Office by e mail and also certify that there is no outstanding in any of the GL heads of the closed/ merged branch. Also RO has to forward Proforma in hard copy with seal and signature on all the pages.

Please ensure strict compliance and confirm to us at the earliest.

Yours faithfully,



(Rajalakshmi Bhavani Shankar)  
General Manager



Copy to Human Resources Management Department, Central Office

Copy to General Administration Department, Central Office

Copy to Information Technology Department, Central Office

Copy to Digital Banking Department, Central Office

Copy to Inspection Department, Central Office

