

BO: _____

The Deputy Circle Head (HRD)

Circle Office: _____

Reg.: Confirmation of Shri/Ms/Smt./ _____, PF No.: _____

Designation: _____ in Bank's Service

We have to inform you that Shri/Ms/Smt./ _____,

PF No.: _____, Designation: _____ has joined Bank's service on _____.

We confirm that:

- The subject has availed Leave Without Pay (LWP) for _____ days
- There is no DAC pending against him/her.

Shri/Ms/Smt./ _____ is due for confirmation in Bank's service

w.e.f. _____. We recommend that Shri/Ms/Smt./ _____

may please be confirmed in Bank's service w.e.f. _____.

We are enclosing herewith his/her Confidential Reports on the prescribed format.

Incumbent Incharge