



# **NKGSB Bank**

**NKGSB Co-op. Bank Ltd.**

Corporate Office

Date: 30<sup>th</sup> March, 2019

Mr. Mahesh Shinde,

*Welcome to NKGSB family !*

You are beginning your career with us as a "Trainee Clerk". In order to get acquainted with Banking processes, procedures and products, a rigorous 6 day induction program was arranged, which you have successfully completed. Now, you are hereby posted at Kothrud w.e.f Monday 1<sup>st</sup> April, 2019. You will be governed by the timings of the Branch / Department as fixed by the Bank from time to time.

You are required to contact following Branch Manager:

Branch Head : Ms. Shilpa Pakhrani

Address : Lunawat Complex,  
Opp Kothrud Bus Depo,  
Kothrud, Pune - 411 038

Tel No. : 0253 - 2374227

Reporting Time : 9:45 am.

You are hereby given target of minimum 50 CASA products, deposits upto 25 Lakhs and 5 Loan proposals in the initial six months of your traineeship. You can open these accounts at any of our branches. Your performance will be reviewed on the basis of business garnered by you. This will help you to enrich your knowledge of Bank's product as well as to sharpen your marketing skills. You should maintain a list of CASA Products, deposits and loan products gathered by you which should be submitted to HRD along with Appraisal Form. Please note that same will be considered as one of the performance factors for confirmation.

Kindly note that your services are transferable to any of the establishments of the Bank depending up on the administrative exigencies.

All the best !

**ASST GENERAL MANAGER - HR**