



ZONAL OFFICE : HRM CELL  
ERNAKULAM  
62/1550, Floor B & C, Ram Meena Building  
Valanjambalam Junction  
S A Road, Kochi - 682016  
Phone : 0484 - 2351627 / 2382403 Fax : 0484-2370699

IB:ZO:EKM:HRM: on the job training.2017-16

The Branch Manager  
Indian Bank  
Maradu Branch.

15.05.2017

20 MAY 2017

INDIAN BANK  
MARADU BRANCH

Dear Sir,

Sub : On the job training / Project Work sought by Ms Megha Dinesh at your branch

Ref : CO:HRM letter dated 25.04.2017 to us communicating the sanction

Anent the above, the following student has been permitted by our Corporate Office to do Project Work at your office.

1.	Student's Name	Ms Megha Dinesh
2.	College / University	Sacred Heart College, Thevara
3.	Course	M Com - 1 <sup>st</sup> year -II semester
4.	Purpose of Project	as part of course curriculum
5.	Topic of Project	to work in challenging and dynamic environment of Finance
6.	Period of Project	one month
7.	Branch	Maradu Branch

Please obtain declaration of fidelity and secrecy from the student before commencement of the project work and should be kept under your safe custody (for your ready reference a specimen format is enclosed). Also the following guidelines shall be observed.

- ❖ Branch to satisfy themselves on the Bonafides of the Candidate.
- ❖ The student should not be permitted to have any access to the computer systems of the Bank and CBS connectivity.
- ❖ The student should not be utilized for doing banking activity.
- ❖ The project work which involves public interaction and use of public data should be selected instead of a project which requires Bank Specific data.

Yours faithfully,

CHIEF MANAGER (HRM)

Encl : as above