


<p>ORIENTAL</p> 	<p>From :</p> <p>Head Office New Delhi</p>	<p>To</p> <p>Regional Office Visakhapatnam</p>	<p>Date</p> <p>17.10.2019</p>
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Deptt: Estate/H-78

Re: Shifting of CBO-2 Guntur to a new premises

This has reference to your RO(RPC) minutes dated 13.08.2019 on the above subject.

The matter was placed before the Competent Authority who acceding to the recommendation of your RO(RPC) has allowed your RO to shift CBO-2 Guntur to a new premises admeasuring not more than 800 sq.ft carpet area strictly adhering to CVC guidelines and provisions of the Company's Estate Policy 2012 and simultaneously surrendering the existing premises to its landlord as per laid down procedure and terms of the lease deed.

You are, therefore, advised to proceed in the matter accordingly as per the laid down procedure. Copy of the registered lease agreement in respect this office after acquiring new premises be sent without fail to us for our record.

HOPC has also desired to have an Action Taken Report (ATR) on the decisions taken, you are advised to keep us apprised about the further action / steps taken by your office in respect of the above decision so that our Deptt. is able to apprise HOPC accordingly.


DEPUTY MANAGER