

From: Manoj Kumar Razdan
Sent: Monday, December 28, 2020 3:42 PM
To: V M MAKWANA
Cc: PRITI A. PAI; Lakshmy P.lyer; Rekha Kalpesh Solanki; Y Keshab Rao; V.V. Mohlla; Rajender Prasad; Dinesh Kumar
Subject: Shifting of BO Umbergaon to new premises & surrendering existing premises to its landlord
Importance: High

Sir,

This has reference to your above proposal and your latest email dated 18.11.2020 on the above subject.

The matter was placed before the Competent Authority who has allowed RO Vadodara to shift BO Umbergaon to new premises admeasuring 800 sq.ft carpet area (+/-10%) 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 lease deed. Looking into the exigency, the Committee further allowed your RO to consider acquiring premises through short tendering within norms.

You are, therefore, advised to proceed in the matter accordingly as per the laid down procedure and strictly adhering to CVC guidelines. Copy of the registered lease deed after acquiring the new premises in respect this office 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.

सादर/With regards

मनोज राजदान/Manoj Razdan

सहायक प्रबन्धक/Assistant Manager

दि ओरिएंटल इन्शुरेंस कंपनी लिमिटेड/The Oriental Insurance Company Limited

सम्पदा विभाग/Estate Department

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