

प्रशासन विभाग / ADMINISTRATION DEPARTMENT

हमारा संदर्भ: प्रशा./09/02/2014

दिनांक: 30 दिसंबर 2019

Our Ref. ADMN/09/02/2014

Date: 30 December 2019

विषय: श्रीमति कला एम. वारियर, उप महानिदेशक (प्रशासन) के विदाई समारोह का आयोजन

Subject: Farewell to Mrs. Kala M Variar, Deputy Director General (Administration)

Mrs. Kala M Variar, Deputy Director General (Administration), is retiring on superannuation on 31st December 2019 after putting in approx. 30 years of dedicated and devoted service to the Bureau. During her long tenure of service, she worked in Foreign Languages Deptt., Publication, Sales, Training Institute, IR&TISD, Administration Department and DDGA Secretariat.

As an expression of our gratitude for her valuable contribution to the Bureau and also as a token of love and affection and to honour her, it is proposed to arrange a farewell on **Tuesday, 31st December 2019** at 1400 hrs in the Cafeteria, Manak Bhavan. The suggested contribution is as follows:

Officers: Rs.100.00

Staff: Rs.75.00

It is requested that contribution may please be sent to **Smt. Rupy Mangal**, (Assistant), IR&TISD, Room No 408 (4th Floor), Manak Bhawan, latest by today i.e. **30 December 2019 upto 1700 hrs.**

विनोद कुमार
30/12/19

(विनोद कुमार)

निदेशक (प्रशासन)

As link Officer

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