



**NATIONAL SEMI ARID RESOURCES RESEARCH  
INSTITUTE (NaSARRI) - SERERE**

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09 45 00

Our Ref:.....

Your Ref:.....

18<sup>th</sup> December, 2019

The Director General  
NARO  
P.O. Box 295  
**ENTEBBE**

Attn: Director Human Resources  
NAROSEC

**ASSUMPTION OF DUTY BY APPOINTED STAFF**

This is to inform you that Mr. Ojen Isaac appointed as an **Electrician** reported for duty on the 3<sup>rd</sup> December, 2019.

The purpose of this letter is to request you process his salary w.e.f. the date of assumption of duty.

Attached are copies of appointment letters, contract agreement form, Personal Record and Medical forms.

Yours sincerely,

Dr. Michael A. Ugen  
**DIRECTOR**