

THE KERALA STATE FINANCIAL ENTERPRISES LIMITED
Corporate Office, "Bhadraatha", Thrissur – 680 020

Ref: 8224/Cal/Diary/GAD

Date: 31.08.2022

CIRCULAR NO: 67/2022(GAD)


Sub : Printing and supply of Company calendar and diary for the year 2023 – additional requirement of Company diary at actual cost- change in address of branches, if any- address of newly opened branches – reg.

As usual, we intend to print and supply Company Calendar and diary for the year 2023. The distribution is expected to commence from **November 1th onwards**. In addition to the compliment copy of Company diary to each staff, the requirement of some additional copies for permanent employees can also be considered at its original cost in accordance to the availability.

1. The additional number of Diaries, if any, required by the staff of your office may be intimated to us.
2. Since the release of last year's Diary, there may be changes in Address with Pin code, Telephone number, and E-mail ID of the existing branches. Those changes also have to be necessarily intimated to us for corrections in this regard.
3. The newly started branches have to intimate their address with Pincode, Telephone number & E-mail ID for incorporating in Diary and calendar 2023.

The aforesaid details should be forwarded in the format attached herewith and *e-mailed to diary@ksfe.com on or before 03.10.2022 itself.*

For THE KERALA STATE FINANCIAL ENTERPRISES LIMITED


V.P.SUBRAMANIAN
MANAGING DIRECTOR

Copy to :

- 1). All Unit Heads, SDT Offices
- 2). All Assistant General Managers (Regions)
- 3). All Department Heads in HO
- 4). All IAD Teams. } They may intimate their requirements for additional diaries directly to AGM(GAD) at HO
- 5). A.G.M. (I.T) - For Updating of the approved list.
- 6). PA to MD

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Branch Code No. Date:

I. Additional requirement of Company Diary 2023 by Payment of actual cost.

Sl. No.	Code No.	Name of Employee	Designation	Addl. No. of Diaries required
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
			Total	

II. Change in Office Address, Telephone No. etc. if any/Address of new Branches.

Address	Pin Code	STD Code	Telephone No.	E-mail Address

BRANCH MANAGER / UNIT HEAD

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