



THE KERALA STATE FINANCIAL ENTERPRISES LIMITED
(A Government of Kerala Undertaking)
Bhadratha, Museum Road, P.B. No.510, Thrissur - 680 020, Kerala, India
Ph: +91 487 2332255, Fax: +91 487 2336232, www.ksfe.com

Ref: 8224/Cal/2024/GAD

Date: 17.08.2023

CIRCULAR NO: 37/2023 (GAD)

Sub : Printing and supply of Company calendar and diary for the year 2024 – Requirement of additional Company diary at actual cost- change in address/Phone number 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 2024. The distribution is expected to commence from **November 15th 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/offices. 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 2024.

The aforesaid details should be forwarded in the format attached herewith and *e-mailed to diary@ksfe.com on or before 22.08.2023 itself.*

For THE KERALA STATE FINANCIAL ENTERPRISES LIMITED

Dr.SANIL.S.K

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). PA to MD

Branch Code No. Date:

Additional requirement of Company Diary 2024 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	

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