



KSFE

THE KERALA STATE FINANCIAL ENTERPRISES LIMITED
(A Government of Kerala Undertaking)
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Ref: 8224/Cal/2025/GAD

14.08.2024

CIRCULAR NO: 35 / 2024 (GAD)

Sub : Printing and supply of Company calendar and diary for the year 2025 – Requirement of additional Company diary at actual cost- address/phone number of all branches – reg.

As usual, we intend to print and supply Company Calendar and diary for the year 2025. 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. All branches have to intimate their address with Pincode, Telephone number & e-mail ID for incorporating in Diary and Calendar 2025.

The aforesaid details should be entered through “CHETAK” module available at <http://10.21.2.101:8385/KSFEProducts> from 21-08-2024 . The entry must be completed on or before 31/08/2024. The user manual for “CHETAK” is available at downloads.

For THE KSFE LTD

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.
- 5). PA to MD