



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata – 700001

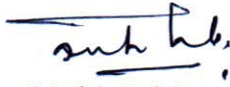
Ref: 13(1)/Estt/2014/ 1201

Dated: 18.01.2024

CIRCULAR

The undersigned is directed to inform all the employees of Head Office, that Life Insurance Corporation of India will organize a camp for insurance awareness and grievance redressal for the employees of our organisation on 25th January, 2024 (Thursday) at Board' Auditorium, 1st floor at 4:00 P.M. by Development Officers, LIC of India.

All interested employees are requested to attend the aforesaid Insurance awareness and grievance redressal programme please.


(Asish Deb)
Assistant Secretary (I/C)

Distribution:

1.	All the HoDs of the Board Head Office (excepting Dy. Chairman/FA&CAO/DTD/Secretary)	With the request to bring the contents of the circular to all the officers/staff working under your respective departments.
2.	All employees of Board's Head Office	
3.	Publicity Officer	With the request to direct I/c Tea Room to provide tea (for approx 100 cups) during Insurance awareness and grievance redressal programme on 25.01.2024.
4.	Estate Officer	With the request to keep the Board's Auditorium ready on 25.01.2024 at 4:00 PM please.
5.	Secretary to Deputy Chairman	
6.	PA's to Dy. Chairman/FA&CAO/DTD/Secretary	
7.	TBEA	
8.	Estt. Branch	With spare copies