

Punnapra

April 2 , 2018

To,

President/Secretary

Service Co-op. Bank Ltd/Urban Co-op. Bank

Dear Sir/Madam,

Sub: Training Programme at **Thrissur** District by KIMB.

As per Section 185(1) KCS Rule 1969, the KIMB has been declared as an approved training centre by Department of Co-operation in Circular No.EM (1)3379/2011 dated 25.02.2011 for training the employees in Co-operative banks and Co-operative Societies in Long Term Credit Structure, Short Term Credit Structure and Other Societies with regard to promotion and increment. In this connection the KIMB is organizing the following spot training programmes in the month of **May 2018 at Irinjalakuda Town Co-op. Bank Hall (Head Office, Tana)**

Sl No	Name of the Programme	From	To	Duration	Fees	Max No of Participants
1	Sub-Staff Cadre(PACS,UCB) (Salesman, Attender, Peon)	May-2, 2018	May-4, 2018	3 Days	1500	40
2	Ministerial Cadre (PACS,UCB) (Account, Head clerk, Sr.Clerk, Jr.Clerk)	May-7, 2018	May-11, 2018	5 Days	2500	40
3	Supervisory Cadre (PACS,UCB) (Secretary, Asst. Secretary, Chief Account, Manager, Internal Auditor, Br. Manager)	May-14, 2018	May-19, 2018	6 Days	3000	40

May I request you humbly that the employees coming under Sub-Staff, Ministerial & Supervisory Cadre in PACS , UCB, & Other societies in your esteemed organization may be deputed for the programme at the earliest.

Yours truly,

Director

Note

1) The fees for the training programmewill be collected at the venue either in cash or in DD and if it is DD, it shall be drawn in favor of '**The Director, Kerala Institute of Making the Best** payable at Alappey.

2) More over the following will be provided at the venue

- Lunch and Refreshment
- Writing Pad and Pen
- Study Material

For Booking please Call:-

Training Co-ordinator: **E.D.Sabu 9747300111 (For PACS)**

Peter Joseph: 9497063970 (For UCB)