



भारतीय जीवन बीमा निगम
Life Insurance Corporation of India

Central Office, Marketing Department:

3rd Floor, Yogakshema Bldg., West Wing, J.B. Marg, Mumbai 400 021.

Mktg./A/Club

17th August, 2006

To
All Zonal Manager(I/C) of Zones.

Re: Chairman's Club (M.Y.2005-06)

It has been decided to call for the options from the eligible C.M's Club Member Agents (New and Contd.) for the Membership Year 2005-06 in connection with Chairman's Club Convention.

The following options are available for the C.M's Club Member Agents for the M.Y.2005-06.

1. Attending the Convention whenever held.
2. Opt for visiting a place of their choice in India along with spouse and take reimbursement upto a maximum of Rs. 7500/- for the same.
3. Opt for attending Training programme from a reputed Training Institute for which all inclusive Rs. 12000/- will be reimbursed.

During the Convention held last year, though the rationale behind giving the option 'Training' has been explained to all the C.M's Club Member Agents through our communications, the same was not well received by them. In view of this it is necessary that all the C.M's Club Member Agents are briefed about 'Training' as an effective alternative for Conventions before obtaining their option forms. For this the In-charge of the Branches are required to hold a Meeting of the C.M's Club Agents in which the matter can be explained in a befitting manner.

Further the given time schedule has to be followed strictly and the option forms as mentioned above are to be obtained without fail. A proforma of the option letter form is enclosed with this circular which may be used for taking sufficient copies. If needed the same may also be translated into regional language and circulated to the agents.

		Scheduled Date
1.	Holding the Branch Level Meeting/briefing and distribution of Option Forms. (record of the meeting should be maintained by the Branch)	24 th August, 2006
2.	Collection of Option forms (1+2) from the C.M's Club Agents	28 th August, 2006
3.	Sending the Option forms (1+1) to the respective Divisions along with statement of options (No. under each option) and proforma*	29 th August, 2006
4.	Divisions to forward the consolidated statement of options (No. under each option) of all the Branches to the Zone along with proforma*.	31 st August, 2006
5.	Zones to consolidate the data of Divisions and send a final statement of options (No. under each option) and proforma* to C.O (statement to be faxed and data to be sent by e-mail also)	2 nd Sept., 2006

***Proforma of the statement/data to be collected for the options:**

Sl. No. (1)	Name of the Club Member Agent (2)	Code No. (3)	Branch (4)	New/Contd. (5)	Option (6)
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Further it is to be made very clear to the C.M's Club Agents that the option exercised by them is final and are not allowed to change their option under any circumstance. In case any C.M's Club Member Agent does not wish to give his/her option (or) the option is not exercised within the stipulated time the same is taken as option (3) i.e. opted for 'Training' only.

Agents who have opted to accumulate the i.e. 'Training option' last year will have the following facility:

1. They can club and avail the benefit of undergoing 'Training' during this year in case they opt for 'Training' for the current year (05-06) also.
2. They can avail the benefit of undergoing 'Training' during this year and also opt for either Convention (1) or LTC (2) for the current year (05-06).

Kindly issue necessary instructions to Divisions/Branches for communicating to the Agents the benefits under "Training Option" suggesting some quality programmes in well known Institutions in their respective areas.

Kindly ensure that the consolidated statement of options is received by C.O by 2nd Sept., 2006.

Executive Director(Mktg.)

Encl: option form proforma

Option form for the Chairman's Club Members (M.Y.2005-06)

I, Shri/Smt.....Ag. Code No.....Branch Office.....,Division.....New/Continue Member select (Yes) the following option for the M.Y.2005-06.

- 1. I wish to attend the Convention organized at any place in India ()
- *2. I wish to visit a place of choice in India for which maximum reimbursement of Rs. 7500/- will be done ().
- *3. I wish to attend training for which a maximum reimbursement of Rs. 12000/- (all inclusive) will be done. ().

*** To be completed within the time period specified by C.O.**

Witness:

Shri/Smt.....
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.....

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(Signature)

(Signature)

Note: 1. If no options are received within the prescribed time, it will be deemed that the agent has opted to attend training as at 3 above.

2. Option once exercised is final and not allowed to change under any circumstances.