



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Agency Section, Marketing Department,  
3<sup>rd</sup> floor, Central Office, "Yogakshema",  
Jeevan Bima Marg, MUMBAI 400 021  
Ph: - (022) – 66598333,34,38,39, Fax: - 2824386  
e-mail: -co\_agency@licindia.com

Ref: Mktg. /A/CCC-M.Y. 2011-12

Date: 31.08.2012

To

All Zonal Managers I/C of Zones, Sr./Divisional Manager I/C of Divisions.

Re: Chairman's Club Convention for the Membership Year 2011-12.

This is further to our letters on the above subject matter. As already informed:

- (a) The Convention for the agents from East Central Zone and North Central Zone will be held at Lucknow on 9<sup>th</sup> October 2012.
- (b) The Convention for the agents from East Zone, South Central Zone and South Zone will be held at Chennai on 20<sup>th</sup> November 2012.
- (c) The Convention for the agents from Central Zone, North Zone and Western Zone will be held at Pune on 27<sup>th</sup> November 2012.

The other details regarding the Convention are as below:

1) **Mode of travel:** The Chairman's Club Members are eligible for Air Travel (economy class) by shortest route for attending the Convention. If the places are not connected by Air, they have to travel by other mode only i.e. AC Second Class/First Class/III AC/Sleeper Train. In case of travel by any other mode, they will be entitled to actuals subject to the maximum of ordinary first class train fare as per rules. All the Chairman's Club Member Agents traveling by Air for attending the CM's Club Convention should as far as possible procure tickets under LIC Deal Code provided by us.

**The Sr. Divisional Managers are authorized to decide about the shortest route for the branches under their Division.**

In the cases where the places are not connected by Air, **the Sr. Divisional Manager (I/C) of Division,** depending upon the circumstances of the case may decide allowing the Air Travel from the nearest place connected by air to the Chairman's Club Members who wish to travel by air for attending the convention.

- 2) **D.A./ Incidentals:** All the C.M.'s Club Member Agents attending the convention will be entitled for a flat incidental charges of Rs 3000/-. No separate D.A./Incidentals will be paid.
- 3) **Advance:** The C.M.'s Club Member Agents can draw 90% of the estimated expenses towards airfare/railfare/busfare and flat incidental charges of Rs 3000/- as

an advance. However, after the tickets are purchased and produced to the Office, 100 % advance may be given.

- 4) **T.E.Bills:** T.E. Bills must be submitted by the participants within 15 days of returning to their headquarters along with necessary supporting bills/vouchers/ receipts etc. failing which the amount of advance sanctioned, if any, should be recovered from the next commission bill.

We are enclosing a copy of "Letter to Agent" highlighting the above details. Kindly take sufficient copies of the same and circulate them to all eligible CM's Club Member Agents (M.Y. 2011-12) who have opted for Convention.



Chief (Mktg.)

Encl: as above