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Ref:Mktg./ A/21(R)

14.07.2016

**All Zonal Managers and Sr./Divisional Manager (I/C) of Divisions.**

**Principal MDC,ZTC, Audit Centers and Inspection Department.**

**Re: Stationery to Corporate Club Member and Club Galaxy Member Agents .**

We invite your kind attention to CO Circulars Ref: Mktg/ZD/23/2010 dated 08.06.2010 and Ref: CO/Mktg./ZD/18/2014 dated 19.05.2014 in respect of above Club Member Agents.

The following modifications have been approved by the Competent Authority in respect of the quantity and size of the Letterheads and Envelops to be supplied to Corporate Club and Club Galaxy member Agents :

Type of the Club	Total number to be supplied every year			
	Letterheads		Envelops	
	210mm x 297mm	145mm x 227mm	9" x 4"	6" x 3.5"
Corporate Club	500	1000	500	1000
Club Galaxy	250	750	250	750

You are requested to bring this to the notice of all concerned.

  
**Executive Director (Marketing/PD)**

