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Ref: CO/Mktg./ETI/2025

Date: 17.04.2025

To
All Zonal Offices, All Divisional Offices
All Branch Offices & Satellite Offices
Audit and Inspection Departments

Re : External Training Institutes approval for Training for Club Member Agents to avail Office Allowance and Interest free Advances.

As per CO circular Ref: Mktg./A/ZD/29/2009 dated 22.10.2009, every agent who is admitted as a member of any club and/or one whose membership is continued in the said Membership Year will be required to undergo training at ZTC/STC/Jeevan Vidya Trust or training by any other institute/s as approved from time to time, failing which the club member agent shall render himself/herself ineligible for continuation of the benefit of Office Allowance and interest free advances in the following year. The training taken shall be valid for the period of 4 years from the date of completion of the training.

In connection, we enclose herewith the list of ETIs approved by the Competent Authority for training of the Club Member Agents to avail Office Allowance and Interest free Advances.

Please bring this to the notice of all concerned offices under your jurisdiction.


Chief (Marketing)

Encl: As above