



State Banks' Staff Union (Kerala Circle)

(Affiliated to All India State Bank of India Staff Federation)

Reg. No. 01-36-2000

..... Unit

The General Secretary
State Banks' Staff Union (KC)
C/o State Bank Of India,
Local Head Office,
Poojappura,
Thiruvananthapuram

Dear Comrade,

FORMATION OF NEW UNIT COMMITTEE

We wish to inform you that a unit general body meeting was held at our branch on and it was unanimously decided to elect Com. as Unit Secretary.

The details of the new unit committee are as follows

Unit Secretary/Delegate to General Council :
Assistant Unit Secretary :
Sub Staff Representative :

This is for your information.

Yours comradely,

UNIT SECRETARY

Copy to :

Com..... , Deputy General Secretary, SBSU (KC), Sub Office.....

Com..... , Assistant General Secretary, SBSU (KC), Zone.....



State Banks' Staff Union (Kerala Circle)

(Affiliated to All India State Bank of India Staff Federation) Reg.

No. 01-36-2000

.....Unit

To,
The Branch Manager,
State Bank of India,

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Dear Sir,

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FORMATION OF NEW UNIT COMMITTEE

We wish to inform you that a unit meeting of State Banks' Staff union (KC) was held at our branch on In the meeting, it was unanimously decided to elect Com..... as the Unit Secretary of our branch.

The details of the new unit committee are as follows

Unit Secretary :
Assistant Unit Secretary :

2. We propose the name of, as the Secretary of our Local Implementation Committee.
3. We have to advise you that as per the accepted Code of Discipline, State Banks' Staff Union (Kerala Circle) is the Recognized Union of workmen staff in SBI Thiruvananthapuram Circle. Accordingly the above named staff members will be representing all staff matters with you. We assure you our sincere support for the smooth conduct of the Branch functioning. Further, we request you to extend all cooperation to our members so that good industrial relations can be maintained in the larger interest of all the staff members as well as that of the mighty institution viz. SBI. We also request you to kindly provide us a Notice Board for displaying our circulars and notices.
4. Kindly acknowledge the receipt of this communication.

Yours sincerely,

UNIT SECRETARY

State Banks' Staff Union (Kerala Circle)

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01-36-2000

.....Unit



The Branch Manager
State Bank of India

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Madam/Dear Sir,

PERMISSION TO USE BANK'S PREMISES

It has been proposed to hold the General Body meeting of our Unit on
..... at I request you to permit us to use the
.....Hall for conducting the meeting.

Please acknowledge receipt.

Thanking You.

Yours faithfully

Unit Secretary