



ARTEE

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ASSOCIATION OF RADIO & TELEVISION ENGINEERING EMPLOYEES

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No. ARTEE/VP (SZ)/2008/GEN./03

04- 12 - 2008

General Circular to All ARTEE Members/Unit Secs./State Secs.

Dear Comrades,

Sub: Procedure to follow while sending representation to ARTEE (SZ) reg.

Hope you've received my previous letters and the working fund collection is in full swing. Kindly complete the same in December itself. Hearty congratulation to ARTEE, Kerala for completing the collection and depositing the amount in the HQ's account in time.

Pl' follow the procedure given below for sending representations to VP (SZ).

1. Hand over the exact copy of the representation to the concerned unit secretary. Contact Tel. No. of the applicant must be entered in the copy.
2. Unit Secretary has to make a covering letter to recommend the case and he has to certify the membership of the applicant with LM Number, whether he/she is an active member, whether he/she paid the working fund in full as per the slab etc. The covering letter should bear the name of unit secretary, his signature, Contact no., Email Id. The same has to be sent to VP (SZ) through concerned State Secretary.
3. State Secretary after receiving the recommended copy from the unit secretary, has to forward the same by writing his comments to VP (SZ), ARTEE (SZ), Post Box 176, Triplicane, Chennai-600005.

Pl' follow these instructions carefully. .

**Wish you all
A happy and prosperous
New Year 2009**

With regards,

S/d

**(Boban George)
Vice President
For ARTEE, South Zone**

NB: The first Central Working Committee will be held at Bangalore on 28th and 29th Nov' 2008