



The Indcoserve

The Tamilnadu Small Tea Growers' Industrial Co-operative
Tea Factories' Federation Limited, IND.No. 697

No.35, Church Road, Coonoor - 643 101, The Nilgiris

Website - www.indcoserve.com

GSTIN : 33AABAT0789M1Z4

Phone : 0423-2231103

0423-2231821

FAX : 0423-2230429

E-mail : ootytea@gmail.com

Dr. Vineeth .S, I.A.S.,
Managing Director

Rc.No.2171/E1/2019

Dated: 01.07.2019

CIRCULAR

**Sub: Industrial Cooperatives – Industrial Cooperatives Tea Factories –
Review of Performance - Periodical Meeting for Electrician- Mechanic –
Field Demonstrators – Periodical meeting – Intimation - Regarding**

This is to inform that, due to upcoming peak season, proposed to conduct a periodical meeting on the performance of the Indco Tea Factories for both arrival of green leaf and Production process, as per the following schedule.

- **Electrician Meeting - Monthly by Deputy General Manager – 3rd Tuesday**
- **Mechanic Meeting - Monthly by General Manager - 2nd Tuesday**
- **Field Demonstrators - Monthly by General Manager - 2nd Tuesday**
- **Report and creation of mechanism for quota – Monthly by General Manager – 2nd Tuesday**

(If any holiday falls in the above days, instructed to conduct respective meeting by immediate Wednesday)

Hence, the Managing Directors of all Indco Tea Factories are instructed to depute the above said staff on the above said days by **10.00 A.M.** without fail.

To

1. The Managing Directors of all Indco Tea Factories.
2. The General Manager, Indcoserve, Coonoor.
3. The Deputy General Manager, Indcoserve, Coonoor.
4. Copy to Stock File.
5. www.indcoserve.in

[Handwritten Signature]
MANAGING DIRECTOR
[Handwritten Date: 01/07/2019]

