

West Bengal Electronics Industry Development Corporation Limited

Webel Bhavan, Block EP & GP, Sector -V, Bidhannagar, Salt Lake, Kolkata-700 091
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CIRCULAR

02:Webel:Leave:2023

Date: 7th December, 2023

All the employees are hereby informed to submit their duly approved leave applications and the leave card for the year 2023 to HR Department latest by 15th December 2023 for administrative works.

We shall shortly notify the distribution date for the new Leave Card for the calendar year 2024 thereafter.

Yours Sincerely,

For **West Bengal Electronics Industry Development Corporation Ltd.**

Suman Banerjee

Suman Banerjee
Vice President-HR

Notice Board

MD's Secretariat/Webel Bhavan/Moni Bhandar/BD Department/ID&M (SDF)/STP-II/Animation Academy/HRDC/TIE/All Divisions/All IT Parks and update Website(Intranet).