



Ref. No. NB.BIRD/LKO/C-PEC/ 1322 /Admin-12/2020-21

27 January 2021

**The Managing Director/ CEO
All State Cooperative Banks
All District Central Cooperative Banks**

Dear Sir/Madam,

**Centre for Professional Excellence in Cooperatives (C-PEC), BIRD,
Lucknow- Claim for unidentified entries**

Centre for Professional Excellence in Cooperatives (C-PEC) conducts various certification courses for Cooperative Credit Structure (CCS) personnel who are C-PEC members. C-PEC accepts membership round the year and conducts examination for various certification courses once in a year.

The personnel of the Cooperative Banks and PACS apply for individual membership with a payment of Rs. 590/- and certification course at Rs. 1000/- for CTFC & CPS and Rs. 2000/- for CPCB Level-I & II.

It is observed from our records that some of the employees have remitted membership fee and examination fee through NEFT during the year (FY 2020-21) but no physical application form or e-mail communication has been received from employees against such remittance. In the absence of employee details, we were not able to grant individual membership or enroll such employees for certification courses.

We, therefore, request you to advise those employees who had paid fees for obtaining membership as well as enrolment in certification courses **to submit the membership application form (hardcopy) by 15th February 2021** to enable C-PEC award membership number and **refund the examination fees.**

In the event of non-receipt of the requisite information, C-PEC will not be in position to refund the amount to the employees and they will have to forfeit their remittance. No further correspondence will be entertained in this regard after 15th February 2021.

Yours faithfully,

(Smt. Jothi Srinivas)
Deputy General Manager/
C-PEC In-Charge