



# LIC

भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India .  
Eastern Zonal Office , OS Dept . ,  
Hindusthan Building , 4Th Floor .  
4 C.R. Avenue , Kolkata -700072 .  
Ph:2212-7302, Mail:ez\_os@licindia.com

## NOTICE

Date 18.11.2025

### EMPANELMENT OF TRAVEL AGENTS FOR THE PURPOSE OF LTC (LIC employees only)

Applications are invited from reputed Authorised Travel Agents /Firms having offices in Kolkata desirous of empanelment with our Eastern Zonal Office , Kolkata . This is afresh empanelment for a period of 3 Years from 01.01.2026 to 31.12.2028 .

The Agencies/Firms seeking empanelment with us , fulfilling Terms & Conditions given in ANNEXURE- A should apply in the prescribed Application Format as per ANNEXURE – B given herewith and send to the following address :

Administrative Officer , OS.Department , LIC of INDIA , Eastern Zonal Office , Hindusthan Building 4 th Floor , \_  
, 4 C.R. Avenue , Kolkata -700072 .

The application Form duly filled in should be sent /submitted in a sealed cover superscribed as ‘ Application for Empanelment of Travel Agents for the purpose of LTC ‘ and to be dropped in the Tender Box kept in OS. Dept .4 th Floor .

Regarding availability of prescribed Application Format & any query , please contact with Mr. P.Banerjee ,AO, OS Dept ,4<sup>th</sup> Floor , Eastern Zonal Office , Kolkata -700072

Last date for submission of Application form -28.11.2025 upto 15.00 Hrs .. If the last day is declared as a holiday under NI Act , the last date shall be extended upto 15.00 Hrs on the next working day .

Applications received after last date and time shall not be considered and decision of Zonal Manager , LIC of India ,Eastern Zonal Office will be final and binding . .

REGIONAL MANAGER (OS)