



मुख्यालय

HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES STATE INSURANCE CORPORATION
(An ISO 9001-2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

Website: esic.nic.in/ Ph- 011-23234092-

No. A-48/11/1/2008-Estt.III

Dated: 20th October 2008

To

The Regional Director,
Regional Office,
ESI Corporation,
Delhi.

Sub: **Conversion of Divisional Offices, Okhla & Rohini into Sub Regional Offices.**

Sir,

Consequent upon the approval of the Standing Committee of the ESI Corporation in its 180th meeting held on 13.10.2008 for conversion of Divisional Offices, Okhla & Rohini into Sub-Regional Offices, the Divisional Offices, Okhla & Rohini shall re-organize their functioning as Sub-Regional Offices with immediate effect.

The Joint Director (Incharge), Okhla & Rohini, shall exercise all the administrative and statutory powers vested in them with effect from the appointed date as per the schedule of powers delegated to Joint Director (Incharge).

Requirement of staff for Administration and Accounts for the Sub-Regional Offices shall be duly assessed and available hands shall be redeployed/readjusted showing the shortage if any, proportionately, at Regional Directors level initially. Posting of officers including Dy. Director (Fin.) for the Sub-Regional Offices will be done by the concerned branch of Hqrs. Office.

Account No. 1 shall continue to be separate for Regional Office, Delhi and the two SROs Okhla and Rohini, and severally operated by the respective offices as per procedures. The link branches of the Bank shall be asked to report to the respective Dy. Director (Fin.) and render all receipted challans, bank scrolls, statements, etc. to the latter, as per procedures with effect from the appointed date.

Necessary arrangements for opening of Account No. 2 for the two SROs shall be made in accordance with the procedures. Branch Officers shall be reporting to the concerned Dy. Director(Fin.) in all accounts and allied matters as per procedures with effect from the appointed date.

Compilation and submission of monthly account for and the month of November 2008, shall be the responsibility of the respective Dy. Director (Fin.), who will be reporting directly to the Financial Commissioner.

The C-6 ledgers shall continue to be maintained in the respective Sub-Regional Offices. Receipted bank challans shall be processed by the concerned Dy. Director (Fin.) and passed on for necessary entries in C-6 ledgers at the respective offices as per procedures.

All treasury functions, financial concurrences and vetting pre-audit of the benefit rates and pension cases arising on or after the appointed date shall be the responsibility of the respective Dy. Director (Fin.).

Internal Audit shall be decentralized. Formation of Audit Party and drawal of tour programmes thereof as per procedures shall be the responsibility of the respective Dy. Director (Fin.). Dy. Director (Fin.), Regional Office, Delhi shall complete internal audit in respect of both the SROs Okhla and Rohini upto the period ending 31-12-2008 and report.

Necessary compliance reports shall be sent to the respective divisions of the Hqrs. Office by 31.10.2008. This may be treated as **MOST URGENT** .

Yours faithfully,

(S.K. SHAH)
JOINT DIRECTOR-III