



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- 011-25234092

No. A-48/15/7/07-E-III (Col.II)

Dated: 11-12-2008

To

The Regional Director,
Regional Office,
ESI Corporation,
Thrissur, KERALA

Sub: **Setting up of Sub Regional Offices of the ESIC at Ernakulam, Kerala.**

Sir,

The Standing Committee of the ESI Corporation in its 181th meeting held on 05-12-2008 has approved the setting up of the Sub-Regional Offices of the ESI Corporation at Ernakulam in Kerala.

You are requested to take appropriate steps for setting-up of the Sub-Regional Offices at Ernakulam immediately and also notify the jurisdiction of the proposed Sub-Regional Offices to all concerned in accordance with the proposal approved by the Standing Committee of the ESI Corporation under intimation to this office.

The Sub-Regional Offices at Ernakulam will be headed by an officer of the rank of Joint Director. The administration branch, Hqrs. Office will issue necessary orders for the posting of Officers for SROs at Ernakulam. You may however earmark staff for posting in SROs, at Ernakulam from the existing sanctioned strength under intimation to this office. You are also requested to initiate necessary action for separating relevant records and files.

The matter regarding banking arrangements, submission of employer challan etc may be finalized in consultation with Finance & Accounts Division of Hqrs. Office.

The proposal regarding bifurcation of staff between the Regional Office, Thrissur and Sub-Regional Offices at Ernakulam may positively be sent to Hqrs. Office by 31-12-2008.


This may be treated as **MOST URGENT**

Yours faithfully,


(S.K. SHAH)

JOINT DIRECTOR-III

✓ Copy to: - Dir. (System), H.Q., with a request to put this letter on ESIC website.


(SD, ESI)