



**HEADQUARTERS OFFICE,
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG,
NEW DELHI-110002 : TELEPHONE & FAX NO.011-23234336**

No. F-14/16/4/59/2005-A/cs. I

Dated: 1st September, 2011

The Director (Finance)/ Jt. Director (Fin.)/ Dy. Director (Fin.)/ Asstt. Director (Fin.),
Regional Office/ Sub Regional Office/ E.S.I. Hospital/ Directorate (Medical) Delhi/ Office
of SSMC & SMC/ NTA, E.S.I. Corporation,

Subject: Holding one day training programme/workshop.

Sir,

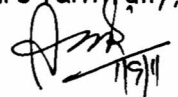
One of the major commitments of the Corporation is computerization of Annual Accounts. Even though five months have been elapsed, progress on this front not very encouraging. We need to complete migration of monthly accounts from April 2011 by September 2011. Keeping in view of above it is proposed to conduct one day training programme for Finance officer and one staff dealing with monthly / annual accounts from each accounting unit. Detailed program is as follows:

| S.No | Centre | Dates | Units Covered. |
|------|-------------|--|---|
| 1. | RO, Chennai | 8 th Sept. 2011 (Thursday) | All RO, SRO, Hospital, SMC/SSMC of Tamil Nadu and Andhra Pradesh. |
| 2. | RO Kolkata | 16 th Sept. 2011 (Friday) | All RO, SRO, Hospital, SMC/SSMC of West Bengal, Assam, Meghalaya, Tripura, Nagaland, Orissa, Jharkhand, Chhattisgarh, Madhya Pradesh, Bihar |
| 3 | RO Delhi | 19 th Sept 2011(Monday) | All RO, SRO, Hospital, SMC/SSMC Chandigarh, Punjab, J &K, Uttarakhand, Uttar Pradesh, Rajasthan , H.P. |
| 4 | RO Delhi | 20 th Sept 2011 (Tuesday) | All RO, SRO, Hospital, SMC/SSMC Delhi, DMD ,Gurgaon, Noida and Haryana, NTA, |
| 5 | RO Kerala | 23 rd Sept 2011 (Friday) | All RO, SRO, Hospital, SMC/SSMC Kerala and Karnataka |
| 6 | SRO Marol | 26 th Sept 2011 (Monday) | All RO, SRO, Hospital, SMC/SSMC of Maharashtra, Goa, Gujarat |

Only one staff will accompany the branch head of Finance & Accounts branch and while coming to attend the program, he must come with copy of all monthly accounts prepared manually since April 2011. Further all query, if any, relating to monthly accounts should be brought in writing and also be send in advance to Sh Hemant Kr Pandey, Dy Director (Fin.), Hqrs through email to mail id- hementkr.pandey@esic.in. This training-cum- workshop is exclusively meant for monthly accounts, hence no other issues will be discussed.

All the Dy Director (Fin.) /AD (Fin.) are further requested to ensure that their login ids are mapped in ERP for Finance module. Staff and Officers attending the above said training shall be entitled to T.A./D.A. as per entitlement.

Yours faithfully,



(V.K. Rawat)

Dy Director (Fin.)

Copy for information and necessary action to:

1. All Regional Directors, Director/Joint Director In Charge of SROs, Medical Superintendent, SSMC/SMC, Commissioner-NTA,
2. Addl. Commissioner (Systems) for putting the letter in the web site.



Deputy Director (Fin)