



HEADQUARTERS OFFICE,  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. MARG,  
NEW DELHI-110002 : TELEPHONE & FAX NO.011-23234336  
e-mail : [vin\\_od\\_51@rediffmail.com](mailto:vin_od_51@rediffmail.com) & [vin\\_od\\_51@indiatimes.com](mailto:vin_od_51@indiatimes.com)

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

Dated: 7<sup>th</sup> March, 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: Conference of Finance Officers.

Sir,

Please refer to this office letter of even No. dated 1<sup>st</sup> March, 2011, regarding holding of Conference of the Finance Officers on 11<sup>th</sup> March, 2011 in Delhi. The venue of the conference is Russian Centre for Science and Culture, 24, Firoze Shah Road, New Delhi 110001.

Director General has accorded relaxation to the non entitled officers to travel by Air to Delhi and back, in case train ticket, is not available for attending the conference. Stay arrangements for the participants has been made from 10<sup>th</sup> A.N. to 12<sup>th</sup> F.N. Participants over staying or arriving early shall have to bear the expenses of stay by them selves. Transportation from place of stay to venue of conference shall be made by Headquarters Office.

Stay arrangements of the participants have been made as under:

1. M/s Hotel Cannought, 37 Sahid Bhagat Singh Marg, Adjoining Shivaji Stadium, Cannought Place, New Delhi-110001 Tel No. 011-23364225 - Stay arrangements for the Finance officers in the rank of Directors and Joint Directors.
2. Hotel Clarks Inn, 61, Ring Road, Lajpat Nagar-IV, Near Moolchand Hospital, New Delhi Tel No. 011-43437777 - Stay arrangements for the Finance officers in the rank of Deputy Directors.
3. Hotel Forest Green, 24, Sri Fort Road, Near Kamla Nehru College, New Delhi Tel No. 011-45242424 - Stay arrangements for the Finance officers in the rank of Assistant Directors.

You are, therefore, requested to intimate your participation by return of Fax or through e-mail to the undersigned immediately. *Separate sanction of Tour Programme Form H/20. L*

This has been issued with the approval of Director (Finance).

Yours faithfully,

*SL*

(V.K. RAWAT)

Deputy Director (Finance)

Copy for information to:

1. All the Regional Directors/SRO I/c/M.S./DMD/SSMC/SMC/AC-NTA.
2. A.C. (Systems) with the request to upload the letter in the website.

*[Signature]*  
7/3/11

Deputy Director (Finance)

*L is not needed.*

Most Urgent

HEADQUARTERS OFFICE  
EMPLOYEES STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN CIG: MARG: NEW DELHI

No. F-13/15/2/2004 Fin &A/cs I

Dated 07th March, 2011.

To

The Director (Fin)/Jt Director (Fin) /Dy Director (Fin)  
/Assistant Director (Fin),  
ESI Corporation,  
Regional Office/Sub Regional Office/Hospital/ NTA/DMD.


Sub: New Format of Monthly account.

Sir,

I am to inform that on checking/review of monthly accounts it is found that some of the accounting units are opening new head of accounts in new format at his own level. As per the provision of Major and Minor head account the new head of account is open with the approval of the Director General and Financial Commissioner.

In this regards all head of Finance and Account Division is advised to review the format. Any suggestion for addition and deletion of head of account in new format may be brought for discussion in the finance officer conference.

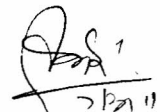
Yours faithfully,



(V.K.RAWAT)

Dy Director (Fin)

✓ Copy to System Division with the request to upload this letter in the official website & etc.



DD(F)