



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

No. F-17/12/1/2011-A/cs. I

Dated: 27st 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: New email id for submission of Monthly accounts via email.

Sir,

A mail id has been created for Finance & Accounts Branch - I Hqrs. It is hereby informed that in future monthly accounts should be sent at the new mail id only. The old mail id is no more in operation. While sending monthly accounts the following guideline be followed:-

1	New mail id	<u>fa1-hq@esic.in</u>
2	Subject line	In subject line of mail ,name of accounting unit and the month for which accounts is submitted must be mentioned
3	Contact detail	While submitting accounts via mail name of Director (Fin.) /Jt. Director (Fin.)/ Dy. Director (Fin.)/ Asstt. Director (Fin.) of accounting unit should be given along with VOIP no. , Landline no. and mobile no.
4	Use of Web mail	Esic mail id is already allotted to all, hence esic mail be used to the extent possible.

Yours faithfully,
sd/-
(H K Pandey)
Dy Director (Fin.)

Copy for information and necessary action to:

- 1 All Regional Directors, Director/Joint Director In Charge of SRO's, Medical Superintendent, SSMC/SMC, Commissioner-NTA,
- ✓ Jt Director (Systems) for publishing the letter in the web-site.

27/9/11
Deputy Director (Fin)

WCM
D.No. 220
28/9/11