



FINANCE AND ACCOUNTS DIVISION  
HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002

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

Dated 07.04.2011

The Director (F.)/Jt. Director (F)/Dy. Director (F)/ Asstt. Director (F),  
Addl. Commissioner/Regional Director/Jt. Director Incharge,  
SSMC/SMC/Medical Superintendent,  
Regional Office/ Sub Regional Office/ E.S.I. Hospital/  
Office of SSMC & SMC, E.S.I. Corporation,

Subject: Holding of one day training programme/workshop.  
Sir,

Director General has approved holding of one day training programme/workshop at the centres/venues indicated in the Annexure. You are therefore, requested to depute 3 person from Finance and Accounts Division dealing with pre-audit work plus the Officer in charge of preparation of monthly accounts and passing the bills and signing Cheque, two person from Administration (Cash Branch and General Branch) dealing with preparation of Bills of Salary and third Party Bills and one Drawing and Disbursing Officer for this training/workshop as participants/trainees.

The training/workshop shall be on use of ERP Module in processing of all type of Bills, Payment through ECS/RTGS/CBS and automation of monthly and annual accounts by routing at bills through ERP Module and thus generation of monthly accounts thorough system for which a commitment has been given by the Director General in the Diamond Jubilee Celebration Function held on 24<sup>th</sup> February, 2011 at Vigyan Bhawan, New Delhi.

Additional Commissioners/Regional Directors/Joint Directors Incharge of the Regional Office/Sub-Regional Offices where the training/workshops are proposed to be held are requested to make suitable arrangements for holding of the training/workshop along with the stay arrangements for the participants as per their entitlement. Provision of writing material including pen, pencil, writing pad, one book and Bag may also be made for to the participants.

Encl: List of Venue

Yours faithfully,

  
(K. Rajasekar)  
Director (Finance)

Copy to System Division with the request to unload the letter and Annexure in the web site.

~~Deputy Director (Finance)~~

<u>S. No.</u>	<u>Centre</u>	<u>Dates</u>	<u>Units Covered.</u>
1.	RO, Ahmedabad 9x7=63	27.04.2011	<u>Regional Offices</u> : Gujarat; Rajasthan, (2) <u>Sub Regional Offices</u> : Surat; Vadodara; Udaipur, (3) <u>Hospitals</u> : Bapu Nagar; Jaipur, Bhiwadi; Naroda (4)
2.	RO Mumbai/ SRO Marol 8x7=56	29.04.2011	<u>Regional Office</u> : Maharashtra; Goa;(2) <u>Hospital</u> : Andheri; (1) <u>Sub Regional Offices</u> : Marol; Thane; Pune; Nagpur; Aurangabad; (5)
3.	RO Bangalore 6x7=42	29.04.2011	<u>Regional Offices</u> : Karnataka; (1) <u>Hospitals</u> : Rajaji Nagar; Peeniya (2) <u>Sub Regional Offices</u> : Bomasandra; Peeniya; Hubli (3)
4.	RO Hyderabad 6x7=42	02.05.2011	<u>Regional Offices</u> : Andhra Pradesh; (1) <u>Sub Regional Offices</u> : Vijayawada; Nagpur; Vishakhapatnam, (3) <u>Hospitals</u> : Nacharam- Hyderabad; Sanatnagar (2)
5	RO Jharkhand, Ranchi 8x7=56	04.05.2011	<u>Regional Offices</u> : Bihar; Jharkhand; Orissa (3) <u>Hospitals</u> : Phulwari Sarif; Namkum; Adityapur. Raurkela(4) <u>Divisional Office</u> : Raurkela(1)
6.	RO Guwahati 8x7=56	06.05.2011	<u>Regional Offices</u> : West Bengal; Assam; Meghalaya; Nagaland; Tripura (5) <u>Sub Regional Offices</u> : Bairackhpore (1) <u>Hospitals</u> : Joka; Beltola (2)
7.	SRO Ernakulum 9x7=63	06.05.2011	<u>Regional Offices</u> : Kerala; (1) <u>Sub Regional Offices</u> : Kollam; Ernakulum; Coimbatore;(3) <u>Divisional Office</u> : Kojhikode (1) <u>Hospitals</u> : Asramam; Udyog Mandal; Peripalli; Eshukone (4)
8.	R.O. Punjab, Chandigarh 9x7=63	09.05.2011	<u>Regional Offices</u> : Punjab; Jammu; Himachal Pradesh; (3) <u>Sub Regional Office</u> : Ludhiana, Jalandhar(2) <u>Hospitals</u> : Chandigarh; Ludhiana; Jammu, Baddi, (4)
9.	Headquarters 5x7=35+24=59	10.05.2011	<u>Headquarters Office</u> <u>Regional Offices</u> : Haryana; (1) <u>Sub Regional Offices</u> ; Noida; (1) <u>Divisional Office</u> : Nand Nagri; (1) <u>Hospitals</u> : Jhilmil; Noida; (2)
10.	RO Delhi 12x7=84-10=74	11.05.2011	<u>Regional Office</u> : Delhi; D(M)D; FWP; NTA (4) <u>Sub Regional Offices</u> ; Okhla; Rohini; Gurgaon; (2) <u>Hospitals</u> : Basaidarapur; Okhla; Rohini; Dental College; Gurgaon; Manesar; (6)
11.	RO Pondicherry 6x7=42	13.05.2011	<u>Regional Offices</u> : Tamil Nadu; Puduchhery; (2) <u>Sub Regional Offices</u> : Madurai; Salem; Tirnuelveli; (3) <u>Hospitals</u> : K.K. Nagar- Chennai; (1)
12.	RO Indore 6x7=42	16.05.2011	<u>Regional Offices</u> : M.P.; Chattisgarh; Uttar Pradesh, (3) <u>Hospitals</u> : Nanda Nagar (1) <u>Sub Regional Offices</u> : Varanasi; Lucknow (2)