



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE : C.I.G. MARG : NEW DELHI-110002
(ISO 9001-2000 QMS CERTIFIED)

No.D-15/11/Towels/81-83/Genl.

Dated : August 1, 2008.

CIRCULAR

Subject:- Provision of Towels - Revision of norms.

In supersession of previous instructions on the subject to the extent mentioned below, the Competent Authority has approved the revision of norms for officers and staff of the Corporation. Revised norms are as under:-

S. No.	Category	Size	No. of Towels	Life	Revised ceiling limit
1.	D.G. /F.C./ Principal Officers	As per choice	02	18 months	On actual basis
2.	Group-A & B officers, Insurance Inspector / Office Superintendents/ Manager Grade-II/ Senior P.S./ Sr. Hindi Translators, etc.	160CMs X 75 CMs	02	18 months	Rs.400/- per piece.
3.	Staff in Group - C & D (other than above)	120 CMs X 60CMs	02	18 months	Rs.225/- per piece


(PRANAY SINHA)
DY. DIRECTOR (GENL.)

To

1. P.P.S. to D.G. / P.S. to I.C./F.C./M.C./A.C. (P&A)
2. All Additional Commissioners / Regional Directors / Jt. Directors (I/cs), Regional Office / NTA / Sub-Regional Office/ Divisional Office, ESI Corporation.
3. All SSMCs/SMCs/ Medical Superintendents/D(M)D/D(M) Noida.
4. All Jt. Director (Fin.) / Dy. Director (Fin.), ESIC, ROs/SROs / Divisional Offices / NTA/ Hospitals for information & necessary action.
5. All officers of ESIC, Hqrs. Office for information.
6. Guard file.