



मुख्यालय

HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES STATE INSURANCE CORPORATION  
(An ISO 9001-2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

Website: [esic.nic.in](http://esic.nic.in) / Ph- 011-23234092

No. A-48/15/7/07-E-III (Col.II)

Dated: 11-12-2008

To

The Regional Director,  
Regional Office,  
ESI Corporation,  
Hyderabad, A.P.

Sub: **Setting up of Sub Regional Offices of the ESIC at Vishakhapatnam, A.P.**

Sir,

The Standing Committee of the ESI Corporation in its 181<sup>th</sup> meeting held on 05-12-2008 has approved the setting up of the Sub-Regional Offices of the ESI Corporation at Vishakhapatnam in A.P.

You are requested to take appropriate steps for setting-up of the Sub-Regional Offices at Vishakhapatnam immediately and also notify the jurisdiction of the proposed Sub-Regional Offices to all concerned in accordance with the proposal approved by the Standing Committee of the ESI Corporation under intimation to this office.

The Sub-Regional Offices at Vishakhapatnam will be headed by an officer of the rank of Joint Director. The administration branch, Hqrs. Office will issue necessary orders for the posting of Officers for SROs at Vishakhapatnam. You may however earmark staff for posting in SROs, at Vishakhapatnam from the existing sanctioned strength under intimation to this office. You are also requested to initiate necessary action for separating relevant records and files.

The matter regarding banking arrangements, submission of employer challan etc may be finalized in consultation with Finance & Accounts Division of Hqrs. Office.

The proposal regarding bifurcation of staff between the Regional Office, A.P. and Sub-Regional Offices at Vishakhapatnam may positively be sent to Hqrs. Office by 31-12-2008.

This may be treated as **MOST URGENT**

Yours faithfully,

(S.K. SHAH)

**JOINT DIRECTOR-III**

✓ Copy to: - Dir. (System), H.Q., with request to put this letter on ESIC website.

**SECTION OFFICER**