



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

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

Dated: 1<sup>st</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 15<sup>th</sup> November, 2010, intimating cancellation of the Conference of Finance Officers which was scheduled to be held on 18<sup>th</sup> and 19<sup>th</sup> November, 2010. The Director General has now approved holding of the conference of the Finance Officers on 11<sup>th</sup> March, 2011 in Delhi. As decided earlier head of finance of each accounting unit only, is required to attend the conference. You are, therefore, requested to make it convenient to attend the conference. You may reach Delhi in the after noon of 10<sup>th</sup> March, 2011 and leave on 12<sup>th</sup> March, 2011 forenoon. Arrangement for your stay during the period from 10<sup>th</sup> March, 2011(A.N.) to 12<sup>th</sup> March, 2011 (F.N.) and transportation from place of stay to venue of conference shall be made by Headquarters Office. Venue of the conference will be intimated to you on a later date.

You may, therefore, chalk out your programme accordingly and get the approval of the competent authority. Please note that no arrangements pick up and dropping shall be made by the office and the officers shall have to reach the place of stay from Airport/Railway Station/ Bus Stand by their entitled class of conveyance.

As requested earlier, upto date review of outstanding audit paras both internal and external, outstanding advances of ARM & SR especially with regards to recent relaxation granted by the Corporation for outstanding advances before 31.3.2005 and balances of debt, deposit and advances may be taken up and intimated to the Director (Finance) through a separate D.O. as these will be discussed in the conference. You may also send in any agenda point which you desire to discuss in the above noted conference.

It is further informed that the climate of Delhi during the period of Conference will be pleasant and the temperature will be hovering around 20-28 Deg. C.

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

Yours faithfully,

(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.

Deputy Director (Finance)