

Please click here for Thanks giving Slip Designs (all formats .pdf and .cdr in compressed format)

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Headquarters Office
Employees State Insurance Corporation
(ISO 9001-2000 certified)
Panchdeep Bhawan, C16 Road, New Delhi-110002

No.D-31/12/15/2009-PR

Dated: 18.01.2010

To,

1. **All Addl. Commissioner & Regional Director/Director/Joint Director I/c, Regional Office/Sub-Regional Office, ESI Corporation**
2. **All Sr. State Medical Commissioner/State Medical Commissioner, ESIC**
3. **All Medical Superintendent, ESIC Hospital,**

Subject: Thanks giving Slips – reg.

Sir,

I am directed to inform you that a thanks giving slip is to be signed and sent with every Cheque(Payment) from all offices of ESIC and a similar thanks giving slip is to be signed and given to every beneficiary on discharge from all ESI Hospitals.

In this connection, designs of the slip with colour scheme have been approved by the Director General. The final design of the slip in hard copy is being sent herewith for getting it printed in the respective regional language on their own level from their available budget. Design of the slip is also available in downloadable format on the ESIC's website (www.esic.nic.in). The specification of the slip is as under:-

Size	-	8" x 3.6"
Paper	-	110 GSM India Art paper
Printing	-	four colour/CMYK


Further, it is also informed that this thanks giving slip must be signed by anybody who is present in the concerned Accounts Branch, but preferably by an officer. In hospital, it should be signed by the Medical Officer Incharge or anybody present in the concerned section/branch. **This slip should not be delayed for want of any authorized signatory and must be compulsorily given with every Cheque/every discharge slip to be signed by who ever is available.**

This concept of thanks giving was discussed in a meeting held on 4.01.2010, which was attended by Insurance Commissioner/Financial Commissioner/Medical Commissioner/Chief Vigilance Officer/Add. Commissioner(P&A). Kindly ensure strict compliance by all ESIC Offices/Hospitals/Branch Offices/Dispensaries etc. in your region/sub-region/under your jurisdiction. The contents of this letter should be circulated to all concerned widely even at the cost of repetition.

This issues with the approval of Director General.

Encl. As above.

Yours faithfully,


(R.K. Gautam)
Dy. Director (PR)

Copy to:-

1. **PS to DG/PS to IC/PS to FC/PS to MC/PS to CVO/ PS to A.C.(P&A) for kind information, please.**
2. **Director(Fin.)/Joint Director(Fin.)/Dy. Director(Fin.), Hqrs. Office - for similar action. However, 1000 nos. Slips each in Hindi & English are being printed by PR Branch. The same will be sent to Fin. & A/cs. Branch-III as and when it is ready.**
3. **System Branch for uploading the same on the ESIC website alongwith desgins.**


Dy. Director (PR)