



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

Dated: 27<sup>th</sup> October, 2010

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: Two days conference of Finance Officers.

Sir,

I have been directed to convey the approval of the Director General for holding of two days conference of the Finance Officers on 18<sup>th</sup> and 19<sup>th</sup> November, 2010 in Delhi. You are, therefore, requested to make it convenient to attend the above said conference by making your programme in such a way that you reach Delhi in the after noon of 17<sup>th</sup> November, 2010 and leave on 20<sup>th</sup> November, 2010 afternoon. Arrangement for your stay during the period from 17<sup>th</sup> November, 2010 (A.N.) to 20<sup>th</sup> November, 2010 (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 and intimate the same to the following officers who shall be looking after your stay and transportation from the place of stay to the venue and back. 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.

Shri Sahib Ram Singh, Asstt. Director (General) 09958895752

Shri Vijay Bakolia, Asstt. Director (General) 09868342862

It may be noted that head of finance of each accounting unit is required to attend the conference and if there are more than one incharge, the officer looking after the monthly accounts compilation shall attend the conference. Director General has also relaxed the condition of entitlement of Air travel of the non entitled officers by allowing them to travel to Delhi and back by air from and to their place of posting.

You are requested to review the position of outstanding audit paras both internal and external, outstanding advances of ARM & SR especially with regards to recent relaxation granted by the Corporation for advances outstanding before 31.3.2005 and balances of debt, deposit and advances and intimate the up to date position to the Director (Finance) through a separate D.O. which should reach on or before 10<sup>th</sup> November, 2010. Outstanding objection items will also be discussed. Any agenda point, you desire to discuss in the above noted conference, may also be included in the said D.O.

It is further informed that the climate of Delhi during the period of Conference will be little cool and the temperature will be hovering around 20 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.