

**URGENT  
TIME BOUND**



HEADQUARTERS' OFFICE

**EMPLOYEES' STATE INSURANCE CORPORATION**

PANCHDEEP BHAWAN:C.I.G. MARG:NEW DELHI - 110 002

Website : [www.esic.nic.in](http://www.esic.nic.in)

**No. C-11/11/1/2014-Vig**  
To

Date: 27.12.13

1. All Regional Directors/Joint Director Incharge  
Regional Office/Sub Regional Office,
2. Director(Medical), Delhi/K.K. Nagar/Noida.
3. All Senior State Medical Commissioner/  
State Medical Commissioner,
4. Medical Superintendent,  
ESIC Hospital/Model Hospital  
ESI Corporation,
5. Joint Director E.(I/V), Jt. Director(Medical) Hqrs office.

Sub: Foreign Visits by Govt. Employees during period 1.1.13 – 31.12.13.

Sir/Madam,

Kindly refer to this office letter No. C-11/11/1/06-Vig dated 19.7.06 (Copy enclosed) where under it has been requested to send details of all officials who have made private visits to foreign countries.

I am, to therefore request you to send the information pertaining to the calendar year 2013 (from 01/01/2013 to 31/12/2013) in the proforma found in the above referred enclosure by e-mail to [mukul.vats@esic.in](mailto:mukul.vats@esic.in) on or before 10/01/2014.

Please ensure that all the columns should be completed with appropriate data/remarks, failing which the statement will be deemed not submitted, attracting further necessary action on the officials concerned.

वेबसाइट को दिव्य-सूची का प्रबन्धन  
Website Contents Management.....  
कार्य क्र. / Order No. 1126  
दिनांक / Date 27/12/13

Yours faithfully,

  
**(HARBIR SINGH)**  
**DIRECTOR(VIG)**

**Copy to:**

1. Website content Manager for uploading on ESIC Website.
2. Rajbhasha cell for translation.

4

*Attachment of e-mail*

**EMOLLYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN:KOTLA ROAD:NEW DELHI**

No.C-11/11/1/06-Vig.

Dated 19.7.2006

To

1. Regional Directors.
2. Director(Medical)Delhi.
3. Director (Medical)Noida/K.K.Nagar Hospital, Chennai.
4. Medical Supdt., ESI Hospital/ Model Hospitals.
5. Director, SRO, Pune.
6. All Jt. Director, SROs.
7. Jt. Director (Admn.)-II/1(A)/ Med. Hqrs. Office.

Subject : Foreign visits by Govt. Employees.

Sir/madam,

I am to inform you that the Central Vigilance Commission, Govt. of India, New Delhi has desired the list of the employees of the Corporation who have made private visits to foreign countries during the preceeding calender year viz. 2005 in the enclosed proforma. As such you are requested to send the details of all such officials who have made private visits to foreign countries in 2005 in the enclosed proforma by name to undersigned per return FAX. In any case this information must reach this office by 21.7.2006.

You are also requested to henceforth send this information for every calender year and should reach this office positively by 5<sup>th</sup> January, so as to enable this office to send the details to the Commission by the prescribed date.

Yours faithfully,

Encl: as above.

  
(JOSE CHERIAN)  
ADDL. COMMISSIONER (VIG.)

**Format-1**

Name of the organisation

Details of Officers/Officials who had gone abroad on private visits during \_\_\_\_\_ (year-wise)

Title	Name of the officer	Designation	Name of country visited	Duration of stay (From-To)	Source of funding	Remarks (purpose/ reason of visit)