



कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation
(मुख्यालय विस्तारित ऑफिस)
(Headquarters' Extension Office)
इंडियन एक्सप्रेस भवन, बी.एस.जेड.मार्ग, नई दिल्ली - 110002
Indian Express Building, B.S.Z. Marg, New Delhi - 110 002.
(ISO 9001-2008 Certified organization)

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No.G-32/11/6/50/2011-ISD(Monitoring)

Dated: 02.10.2014

To

The Insurance Commissioner (NTA), New Delhi,
All Regional Directors, ESIC, Regional Office,
Director(Med.) Delhi/Noida/K.K.Nagar,
All SSMCs/SMCs/MS, ESIC Model Hospitals, (with a request to forward the same to concerned State Directorate & ESIS Hospitals & Dispensaries under their jurisdiction)
All Directors I/c, Joint Directors, SROs/Divisional Offices.
All Directors (State Directorate), ESI Scheme.

Subject : Provision of inventory for toners to avoid delay in replenishment.

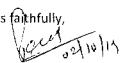
Sir/Madam,

In view of the cases of delay in replenishment of Printer Toners by M/s.WIPRO. The matter was taken up with M/s.WIPRO. M/s.WIPRO has agreed to provide inventory of toners (based on monthly consumption pattern) at each such location. M/s.WIPRO has agreed to maintain inventory in respect of all locations PAN India. Spare toner stock at major and unmapped locations will be maintained by the Resident Engineer in respect of remote locations.

It has been decided that location head i.e. Dispensary in-charge/ Branch Manager will be the contact person in respect of receipt of toners supplied by M/s.WIPRO at that particular location. The roll of the contract person will be as under:

1. On receipt of inventory of toner to provide an acknowledgement to the delivery team.
2. Preserve the inventory in good conditions.
3. To replace the toner as and when the existing toner gets empty.
4. Keep the empty toner cartridge with the inventory.
5. Log a ticket with "IT help desk" using any of the above modes
 - a) Send email to central servicedeskin@esic.in with the subject starting as (New Incident)
 - b) Send email to ithelpdesk@esic.in
 - c) Call 7001 through VOIP and ask for a ticket Number.
6. Contact persons will be authorised to use services of staff under their control for the above purposes.

Yours faithfully,


(PRAVEEN KUMAR)
Dy.Director(ICT)

- Copy to : 1. M/s.WIPRO Ltd. for information please.
2. CEO, M/s.NISG, for information please
3. Project Director (PMU), for information & monitoring please.


Dy.Director(ICT)