



कर्मचारी राज्य बीमा निगम/ EMPLOYEES' STATE INSURANCE CORPORATION  
पंचदीप भवन, / PANCHDEEP BHAWAN  
सी.आई.जी.मार्ग, नईदिल्ली-2/, C.I.G. MARG, NEW DELHI-2  
Phone -011-23234336, VOIP-10011129, email-fa1-hq@esic.in , dir-fin@esic.nic.in

No. F-17/12/1/2011-A/cs.I

Dated: 29/10/2014

To

The AD(F)/DD(F)/JD(F)  
RO/SRO/Hospital

Subject: Timely submission of monthly accounts - regarding.

Sir,

It is bring to your kind notice that monthly accounts should be submitted to the Hqrs. Office upto the 15<sup>th</sup> of the following month on e-mail for compilation. But it is observed that some accounting units are delaying the submission of monthly accounts regularly which hamper the compilation work at Hqrs. Office. The consolidation of All India accounts is a time bound job and any delay in compilation has consequential effect. Therefore, you are requested to send your monthly accounts via mail and hard copy of the same to this office in time.

This issues with the approval of Director (Finance)

Yours Faithfully,

  
(KUMAR KUNJAN)  
ASSISTANT DIRECTOR

To,  
✓ WCM for upload in Website

वेबसाइट की विषय-सूची का प्रबन्धन.....  
Website Contents Management.....  
कागजी सं. / Diary No. 743.....  
दिनांक / Date 29/10/14.....