



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI – 110002.
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No.: G-32/11/6/136/2014-ICT (Cleaning of Data)

Dated: 06/08/2014

To

All RDs / Dir. i/c / JD i/c of ROs/SROs/DO of ESI Corporation

MS of all ESIC Model Hospitals / ESIC Hospitals

Subject: Sanitisation of Employees Data in HRMS 2.0 and Supplier Master in F & A Module

Sir,

Sanitisation of data is to be undertaken as one time exercise before stopping the manual process and moving in a direction to do away with paper documentation in respect of some of the services after the system stabilises.

Administrative Branch of all accounting units are requested to update/correct the **Employees Personal Details** in the application latest by **19th Aug, 2014** & Head of the Accounting Units are requested to submit a certificate to ttm.tharakan@esic.in that personal details in HRMS matches with the personal details contained in the service records of each employee.

Finance & Accounts Branch of all Accounting Units are requested to update/correct the Supplier Master in the application by **19th Aug, 2014** and compliance report may be submitted to hementkr.pandey@esic.in.

This issues with the approval of Insurance Commissioner (ICT).


 (SANJAY SINHA)
 Director (ICT)

Copy to:-

1. Zonal ICT Office : East Zone/West Zone/North Zone/South Zone with request to follow up with the ROs/SROs/DO/ESIC Model Hosp./ESIC Hosp. under their jurisdiction for the above matters
2. Project Director, PMU, Project Panchdeep, ESIC – For information
3. WCM for uploading on website

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