

REGIONAL OFFICE : PUNJAB
EMPLOYEES' STATE INSURANCE CORPORATION
MADHYA MARG : SECTOR 19-A, CHANDIGARH
(Mobile - 9417726559, Tel.No.-01722544126)

No. PB.12/RD/Misc

Dated:06.01.2010

To

All Regional Directors/Jt Directors I/C
ESI Corporation.

Sub: **Issue of acknowledgements against receipt of dak in Regional Offices.**

Sir,

It is to inform that issue of acknowledgements against letters received in Regional Office, Chandigarh was reviewed and it is observed that acknowledgements are being issued on demand/on office copy of the letters received from employees/employers. However, difficulty arises when the employees/employers produce only one copy of the letter, for which a new proforma has been devised, which is enclosed to facilitate issue of acknowledgement in all cases from this end.

The Insurance Commissioner, Hqrs. Office, New Delhi has desired that the copy of the proforma should be circulated to all the RDs/Jt Directors I/C for strict compliance of the issue of acknowledgements from their end also.

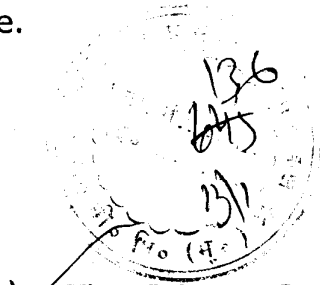
Encl: As above.

Yours faithfully,

(G.C JENA) 7/10

**ADDITIONAL COMMISSIONER &
REGIONAL DIRECTOR**

Copy to:



✓ The Private Secretary to Insurance Commissioner, ESI Corporation, Panchdeep Bhawan, CIG Marg, New Delhi for favour of information.

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2. In my folder
3. In bullet to next
ms's msg.*

5/10/10
**ADDITIONAL COMMISSIONER &
REGIONAL DIRECTOR**

क्षेत्रीय कार्यालय
कर्मचारी राज्य बीमा निगम
पंचदीप भवन, सैक्टर-19 ए
चण्डीगढ़
पावती

SPECIMEN

श्री/मैसर्स-----से-----

-----से संदर्भित पत्र संख्या:-----

-----दिनांक:-----सधन्यवाद प्राप्त किया ।

हस्ताक्षर/मोहर

डायरी संख्या:-----

दिनांक:-----

क्षेत्रीय कार्यालय
कर्मचारी राज्य बीमा निगम
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