

Fax Message/Speed post



HEADQUARTERS OFFICE,  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002  
TELEPHONE & FAX NO.011-23234336

No. F-13/15/2/2004-A/cs. I

Dated: 16<sup>th</sup> July 2010

To,

The Director (Fin.)/J. D. (F)/D. D. (F)/ A. D. (F),  
All Regional and Sub Regional Offices,  
All ESI Hospitals, National Training Academy,  
Directorate (Medical) Delhi.

Subject: Submission of monthly accounts from April 2010 onwards through e-mail.

Sir,

Please refer to this office letter of even no. dated 5/4/2010 and 18/05/2010 which were posted in the official website of ESIC (Serial No. 82/2010 and 126/2010 respectively under "Important Orders and Circulars of Hqrs. Office"), advising all the units to send in the monthly account for the month of April 2010 onward via e-mail only.

It has been noted that not all the accounting units are sending the monthly accounts via e-mail. It has also been observed that some of the units are not displaying the name of the Office and the name and place of the Deputy Director (Fin)/Assistant Director (Fin.). This is hampering the work of compilation of monthly accounts in Headquarters Office.

In view of the above, it is requested once again to send monthly accounts from April, 2010 to June, 2010 via e-mail on the e-mail address : [vin\\_od\\_51@rediffmail.com](mailto:vin_od_51@rediffmail.com), even if the same has already been sent.

This may be treated as most urgent.

Yours faithfully,

(K. Rajasekar)  
Director (Finance)

Copy to:

✓ Jt. Director (Systems) with a request to upload this letter in ESIC web-site.

Director (Finance)