



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE : C.I.G. MARG : NEW DELHI-110002

No.D-27/15/Policy/2002-Genl.

Dated : 02.06.2010

CIRCULAR

Subject:- Reimbursement of Mobile charges .

It has now been decided that reimbursement of the Mobile charges would be made quarterly i.e. March, June, September & December instead on monthly basis, in order to, reduce the un-productivity paper work and to save the manpower. All the-claimants are requested to submit their claims on quarterly basis directly to Cash Branch. Drawing & Disbursing Officer is authorised to make the payment upto the ceiling limit fixed and approved by the Competent Authority vide the Circulars issued from time to time on this subject.


(GULSHAN KUMAR)
DY. DIRECTOR (GENL.)

To

1. All Officers at Hqrs. Office
2. Guard File
3. Spare Copies.
4. A.D. (Cash) for necessary action. Copies of the Circulars is also enclosed.