



**HEAD QUARTERS
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI-110002**

F.No: A-22/13/1/2017-E.I

Dated:-1.11.2017

MEMORANDUM

Subject:- Updation of personal details in ERP Module.

The HRMS Module of ERP is in use since 2011, but, the personal details have not been updated comprehensively. For comprehensive updation of personal details, all the officers in the cadre of Deputy Directors/Assistant Directors/Social Security Officers are directed to submit their details in the pro forma given below in **excel format only** without merging any Cell to the undersigned at email ID manish.gupta1@esic.in by 10.11.2017 positively from their official ID.

Sl. No.	Employee ID	Name & Designation	Date of Birth	Present place of posting	Date of joining in the region	Place(s) of posting with period from the grade of SSO onwards (wherever applicable).	Remarks, if any

All the Controlling Officers are requested to ensure the submission of the aforesaid data within the stipulated time from all concerned.

This is issued with the approval of Insurance Commissioner (P&A).


(Manish Gupta)
Deputy Director.

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