



**ESIC**  
Chinta Se Muktai

ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ/ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**REGIONAL OFFICE (KARNATAKA)**

No.10, Binnyfields, Binnypet, Tank Bund Road  
(Near Binny Mills, Next to ETA Mall), Bangalore-560023  
Phone:080-26742485, Fax:080-26741307, E-mail: [esicbng@nic.in](mailto:esicbng@nic.in)

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Date : 07.12.2018

**CIRCULAR**

**Sub – Timely submission of details/forwarding of requests - reg.**

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Instances have come to the notice of this office that requests for NOC to visit foreign country, NOC/forwarding letter through proper channel for outside job, transfer requests, NOC for higher studies, details of sanctioned & in-position strength, Vigilance clearance for DPCs etc. are being sent to this office for further necessary action on the last date or a day prior to the cut-off date, thereby putting lot of pressure and hassle in scrutiny of documents by this office.

It is pertinent to mention that, for any administrative approval there are certain laid down procedures to be followed and requires time before being approved/sanctioned by the Competent Authority. In this regard it is informed that recurring information i.e., staff strength details to be forwarded to this office by 3<sup>rd</sup> of the subsequent month and other requests for approval/sanction by the Competent Authority and information to be forwarded so as to reach this office at least 7 working days prior to the cut-off date.

The above directions are to be adhered to scrupulously.

This issues with the approval of the Additional Commissioner and Regional Director.

  
**(Mangminlal Sitlhou)**

**Deputy Director (Medical Admn)**  
**for Additional Commissioner & Regional Director**

**Copy to with a request to disseminate the above instructions to all concerned:-**

1. The Dean, ESIC-MC PGIMSR & MH Rajajinagar, Bangalore.
2. The Dean, ESIC Medical College/ESIC Dental College, Gulbarga, Karnataka.
3. The Medical Superintendent, ESIC Hospital, Peenya, Bangalore.
4. The Principal, ESIC College of Nursing, Indiranagar, Bangalore
5. PS Section, ESIC Regional Office, Bangalore
6. Rajbhasha Shakha, ESIC Regional Office, Bangalore – for translation
7. Notice Boards (RO/All Hospitals)