



தொழிலாளர் அரசு காப்பீட்டுக் கழகம்,
(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம்,
இந்திய அரசு)
कर्मचारी राज्य बीमा निगम,
(श्रम और रोजगार मंत्रालय,
भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION,
(Ministry of Labour & Employment,
Govt. of India)



தொ. அ. கா. க. மருத்துவக்கல்லூரி மற்றும் மருத்துவமனை,
தொ. அ. கா. கழகம், டீ.க.டீ.க. நகர், சென்னை - 78
(ஐ.எஸ்.ஓ 9001-2015 சான்றளிக்கப்பட்டது)/
क.रा.बी.नि. चिकित्सा कॉलेज और अस्पताल,
कर्मचारी राज्य बीमा निगम, के.के. नगर, चेन्नई-78, (आई.एस.ओ. 9001-2015 प्रमाणित)/
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CASH BRANCH

CIRCULAR

Cash branch has come to notice that certain bills/requests of officials/officers are not received by our branch on time. Hence, the following bills/requests may be submitted directly to Cash branch instead of routing through Central Diary and Dispatch Section.

1. TA/Conveyance requests*
2. Communication/Brief Case/Mobile/Any other Reimbursement Requests*
3. Any IT/Misc related requests to Cash branch

*CEA/LTC/All NPS applications needs Administration branch intervention, hence those may be routed to Cash branch via Admin branch.

*All EQAS requests shall be submitted to Procurement Branch henceforth.

This issues with the approval of Dean

DEPUTY DIRECTOR (CASH)

ESIC Medical College & Hospital,
K K Nagar, Chennai - 78

To

1. All Officials/Officers through Notice Board,
2. Diary & Dispatch Section
3. Website Content Manager - ESIC Medical College & Hospital, K K Nagar for website upload

Copy to

1. Finance & Accounts Branch
2. Administration Branch 1 & 2