

South Bengal State Transport Corporation
Dr. B.C. Roy Avenue, Durgapur-713201

Memo No 223/AE/SBSTC/2016-17

Date 06.8.2016

ORDER

As per the approval of the competent Authority, ESI matters of our corporation will be dealt by a team of officers independently from September 2016 onwards.

The members of the team are:

Name of the Officer	Designation/ Posted at	Status
Sri Amit Kumar Mukherjee	APO(Accounts)-Belghoria Divisional Office	Team In Charge Mobile No.7699993907
Smt Susmita Das	APO(Admin)- Belghoria Divisional Office	Member
Sri Debasish Rakshit	Internal Auditor- Belghoria Divisional Office	Member
Sri Goutam Kumar Ghosh	Assistant Manager(Accounts)- Durgapur Divisional Office	Member

The following are the areas to be looked into by the officers:-

i) Compliance relating to the Declaration Form (Form no.1) to the ESI covered newly joined employees / existing employees and preparation temporary identity card with family details as well as smart cards for them.

ii) Generation of monthly contribution challan from salary sheet and payment of the amount to the designated bank through online mode within the due date to avoid any interest and damages.

iii) Submit necessary returns to the ESI Authority within the due date.

iv) Guide and advice the employees regarding the ESI schemes in connection with medical benefits including re imbursements of medical bills as and when required

v) Guide and advice the employees regarding necessary formalities in case of accidents and submit accident reports to ESI Authority.

vi) Attend hearing with ESI Authority as and when required.

vii) Determination of Non ESI covered employees by applying maximum wage ceiling as per ESI rules twice in each year (April and October) and do necessary alteration in ESI database .

viii) Any other activities as and when required relating to ESI matters.

PTO

Sri Amit Kumar Mukherjee, APO(Accounts)- Belghoria Division , should co-ordinate with other team members for smooth functioning of ESI matters. It is hereby ordered that Sri Amit Kumar Mukherjee, must visit Durgapur Divisional office at least once in a week to settle the issues relating to ESI with the ESI Authorities as well as with the beneficiaries of ESI.

s/-
Chief Accounts Officer
South Bengal State Transport Corporation

Memo No 223(22) AC/SBSTC /2016-17

Date 06.8.16