

8. The corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the esi act, 1948 and i am confident of prompt and timely compliance under the provisions of the esi act and regulations on your part.

9.A list of bank branches which are authorized to accept esi contributions is enclosed. you may choose one of the branches convenient to you, under intimation to this office and to the concerned branch of the state bank of india and deposit the esi dues in that branch only. in case no intimation is received within 15 days of the receipt of this letter, the amount of contribution deposited in one of the specified branch would be considered as "nominated branch" for your factory/establishment.

10.A brochure/leaflet containing benefits available under the scheme and obligation of the employer etc.is enclosed herewith the request to give it wide publicity for the smooth functioning of the scheme.

11.Please indicate your code no. on all correspondences to avoid delay

Yours faithfully,

Encl. : As state above

asstt./dy. director

Copy for information and necessary action to:

The manager, branch office,	3A/3B, Maharani Swarnamoyee Road, Kolkata
The insurance inspector	INS DIV - CENTRAL CALCUTTA
Name of the principal employer.	INDRAJIT BATABYAL
No. of employees	11
Factory licence no. if any.	001001014074

Ensure - to insure all eligible workers with esi for total social security