



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
Website: www.esic.nic.in



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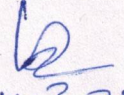
Date: 24-03-2025

CIRCULAR

Subject: Procedure to be followed for proper filling of Leave requests on ERP Module - regarding

The Competent Authority has directed that all leave applications must be sent with the 'Document Check' option activated.

All Concerned Officers are directed to ensure the same for speedy and timely processing of leaves.


24.3.25

Dr. Uma Verma
Dy. Medical Superintendent - 1

Copy to:

All Officers of the Hospital
All Notice Boards