

GUJARAT REGIONAL OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
ASHRAM ROAD: AHMEDABAD-14.

No. G/Ins:II/53-4487-101.

Date: 8/1/92

To,  
M/S. Globe Detective Agency (P) Ltd  
C-4, Anand Society, Rau Court Road  
Baroda 390 005.

Sub :- ESI Act, 1948- Compliance in respect of branch office/Sales office/ Head office at Baroda Regarding.

Dear Sirs,

I have to state that on the basis of information furnished by the Regional Director ( Karnalke ) at Banglore vide his letter No. KAR/INS VIII/53-4487-101 dated 2/9/92 vide the respect of Insurance Inspector who visited your factory/ Branch Office/ Head office at Banglore on \_\_\_\_\_ the persons working in the Head Office/Sales Office/ Branch Office situated at the above address are covered under section 2(9) of the ESI Amendment Act of 1966 w.e.f. 26-1-68/ from the date of start of the Head office/Branch Office/Sales office/or from the initial date of coverage of your factory/Head Office at Banglore whichever is later.

2. You have to register all your employees in the branch office/ Sales office by submitting Declaration Forms to the Manager, Local office Growa office situated at D-2, P-21 Scheme, Baroda. In case if you find any difficulty or want to have any guidance in connection with the scheme, you may contact the Manager of the above local office and he will render necessary assistance.

3. You may adopt the same code no. 53-4487-19 that has been allotted to your Head Office/ Factory at Banglore. This code No. may kindly be quoted in all communications sent to this office or any offices of the ESI Corporation without fail.

4. You have to pay contributions in respect of all your employees from the date of coverage of the Head office/Branch office/Sales office as per the First Schedule of the Act, and submit the Return of contributions alongwith receipted copies of challan for the amounts deposited in the Bank for all expired contribution period immediately.

5. In case your employees are working in areas where benefits provision of the ESI Scheme & is not in force, you may intimate the same to this office.

6. You have to maintain 'Accident Book, Employees Register and Inspection Book - etc; separately for each Head office/Sales office.

7. In this connection, kindly furnish the following particulars-

1. (a) Name and the full address of your main factory/ Head office at Banglore;
- (b) Code-No. allotted to it.
2. First date of coverage of your factory/Head office.
3. Name and addresses of branch office./ Sales office in Gujarat with date of start of each.

P.T.O.

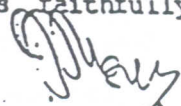
- 4. The number of employees in each branch office/Sales office/ Head office monthwise from the date of start.
- 5. Name of the person (with designation) incharge of each branch office/Sales office/Head office.
- 6. Nature of work carried in each Head office/branch office/ Sales office.

8. Kindly note that all returns of contribution in respect of branch office/sales office situated in this region be submitted alongwith copies of challans for the amounts deposited in the Bank, in Quarduplicate, to this office only irrespective of place of compliance.

Prompt and timely compliance is requested.

Please acknowledge receipt of this letter by return of post.

Yours faithfully,



( K.D. Vaghela )  
Dy. Regional Director.  
 For Regional Director.