

//Urgent&Priority//

//Reminder 2//

**MUNICIPAL ADMINISTRATION DEPARTMENT
MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
TELANGANA, HYDEABAD**

From
Smt. P.Anuradha,
Addl. Mission Director,
MEPMA Telangana,
Hyderabad.

To
All the Project Directors,
DPMU- MEPMA,
Telangana State.

Sir / Madam,

Lr.No.536/2014/MEPMA/E1, dated: -11-2019

- Sub: - MEPMA Telangana – Estt. – Details of MEPMA personnel covered under HR required for coverage of Medical Insurance / ESI &EPF – Particulars called for – Reg.
Ref: - 1) G.O.Ms.No.163 MA&UD (UBS) Dept., DT: 01-09-2018.
2) This office Lr.No.536/2014/MEPMA/E1, dt: 13-09-2019.

I invite the attention of Project Directors, DPMU- MEPMA to the subject and ref cited and you are aware that the Government in the G O cited have approved HR policy to the outsourced personnel of MEPMA, Telangana working in MEPMA Head Office, DPMUs and ULBs who have completed 5 years of service in MEPMA organization.

In this regard, in the reference 2nd cited, the Project Director, DPMU- MEPMA have already requested to submit family details of the employees covered under HR Policy in the prescribed proforma already communicated to reach this office by 17-09-2019. But so far most of the particulars of the employees to be received to process Medical insurance / EPF & ESI contribution under HR policy.

Therefore, I once again request to look into the matter personally by the Project Director, DPMU- MEPMA and submit the authenticated particulars of personnel along with their family members in the prescribed format (copy enclosed) and presently working under HR policy format for taking further action in this matter for payment of Medical insurance / EPF & ESI contribution without fail.

This may be treated as most important and time bond to reach this office by 27-11-2019 duly attested by the Project Director, DPMU- MEPMA.

Additional Mission Director

Signature valid

Digitally signed by P.
ANURADHA
Date: 2019.11.25 16:00:43 IST
Reason: Approved

Details of the Employee

Name of the Employee:

Designation::

Cell No:

ULB:

District:

S.No	Spouse /Children:	Sex(M/F)	Relationship	Date of Birth	Aadhar card no:

Present Address:		Permanente Address:	
H.No:		H.No:	
Area:		Area:	
Village:			
Modal:			
Dist:			
Pincode:			
State:			

Project Director
DPMU-MEPMA

- 1.All family members aadhar cards details
- 2.DoB entry of family members details.
- 3.Enclosed aadhar card documents with attestation.
- 4.With PD Covering letter and signature, Stamp.

Note:Treat this as urgent and submit the details both soft and hardcopy's by hand by 27-11-2019 to MEPMA Head Office Hyderabad.