

**MUNICIPAL ADMINISTRATION DEPARTMENT
MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS
(MEPMA), TELANGANA, HYDERABAD**

From
Dr.N.Satyanarayana, IAS.,
Mission Director,
MEPMA Telangana,
HYDERABAD.

To
All the Project Directors,
Municipal Commissioners &
Project Directors, MEPMA,
Telangana State.

Lr.No. 11/MEPMA-E1/ESTM/2020 16/08/2020

Sub: - Establishment – MEPMA Telangana – Employees covered under HR
- Furnishing the details of Bank Accounts and Mobile Numbers of the
Employees –Request - Reg.

Ref: - Letter received from S.V ESI & EPF Consultancy Dated:04.08.2020.

-:-

It is wish to inform that the MEPMA office being paid the EPF/ESI contribution amount to ESIC Corporation for the employees covered under HR policy through S.V. ESI & EPF Consultancy, Hyderabad.

In this regard, in the reference cited, the ESIC Corporation has requested to furnish the correct mobile numbers and Bank Account numbers including IFSC code numbers along with relevant documents in respect of each and every employees, within 10 days time so that can upload the same on their Individual IP portal to avoid the hardship management as well as employees. And also requested to kindly supply the salary sheets regularly on month to month bases enabling us to upload the salary details of the employees on month to month bases without causing any inconvenience to the management and employees in the context of the instructions of the ESIC Corporation.

Therefore, all the Municipal Commissioners & Project Directors, DPMU MEPMA are requested to send the correct mobile numbers and Bank Account numbers including IFSC code numbers along with relevant documents for salary sheets enabling us to upload the salary details of the employees covered under HR policy. The same also maintain at PD office for HR and Non HR Employees for record. The above details shall received to this office by 17.08.2020 without fail.

Treat this as MOST URGENT

**DR N SATYANARAYANA IAS
DIRECTOR OF MPL ADMN**

Copy to the SMCs for information and n/a.

Copy to the Finance Wing O/o MEPMA.

Signature valid

Copy to Admin wing for n/a for monitoring.

Copy to table of AMD for information.

Digitally signed by Dr. N. Satyanarayana IAS

Date: 2020.08.16 11:30:57 IST

Reason: Approved

