



# RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

## Dr. Vijaykrishna Rapaka

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),  
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

**PRINCIPAL**

RG CET/CIR/2024/62  
23.10.2024

## CIRCULAR

Sub: Submission Procedure for ESI Queries

All ESI beneficiaries are hereby informed that any queries regarding ESI should be submitted in writing to Mr. Gopalakrishnan .G, Attendance Incharge for forwarding to the HR Department. Requests must be submitted by the individual concerned to ensure necessary actions are taken by HR.

  
**PRINCIPAL**

**Dr. E. VIJAYAKRISHNA RAPAKA**  
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),  
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.  
**PRINCIPAL**  
Rajiv Gandhi College of Engineering & Technology  
Pondy - Cuddalore Main Road,  
Kirumampakkam, Puducherry - 607 403.

### Copy to:

1. All concerned
2. Digital Copy to the Website incharge to host in college website
3. The File