

Field Support Section _

- Receiving queries from Unit -III and resolving them directly or in co-ordination with other Sections & Department concerned.
- Follow- up for the needful documentation for the new joinees and needful co-ordination with HR Cell of VSC .
- Processing of letters (Offer ,Welcome, Appointment), ESIC temp. I D Card & Mediclaim Insurance ID card to new joinees & Resignation acceptance letter to lefties.
- Processing of Resignation acceptance letter & Full and Final settlement to lefties.
- Supporting the other miscellaneous work in the Section as delegated from time to time.
- Disbursement of all inputs (Rolling Imprest , Loans & visiting cards) to new recruits.
- Indents for Unit-III inputs / requirements (Visiting cards & other Inputs) in co-ordination with concerned Departments.
- Maintaining necessary co-ordination with other Sections of the Department & other concerned Departments.
- Maintaining all correspondence & other relevant records of Unit -III personnels.
- To ensure the regular/timely update of leave & attendance for Unit -III in SPINE.
- To Ensure Stay Arrangements of Customers (Doctors, Distributors & Domestic Operation).
- To Provide the Reservation Tickets to Doctors & Domestic Operation Department.
- To Arrange Vehicles for the visitors of Domestic Operation & other Guests at the time of their visit to HO and elsewhere.
- To promote Automation in Unit III .

FSS follows the principle of giving a feeling of “WE CARE” to our customers.