

HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN: COMERADE INDERJIT GUPTA MARG  
NEW DELHI-110001

No.F-13/15/2/2004-A/cs.I

Dated : 13.04.2009

To

All Joint Director(Fin.)/Dy. Director (Fin.) /Asstt. Director (Fin.)/Medical Superintendent,  
ESI Corporation,  
Regional Office/Sub-Regional Office,  
ESI Hospital/Model Hospital

Subject:- List of Major & Minor Heads of Account – regarding.

Sir,

Kindly recall the discussion/training/workshop we had during February & March,2009. In the workshop it was specifically informed by the undersigned that the List of Major & Minor Heads of Account is being updated and the updated version with numerical codification would be prepared and after approval of the competent authority would be circulated to the region for compiling the accounts in the new format from the April, 2009. Accordingly the book has been updated/got approved and now available in ESIC Website. The Regional Finance Offices are requested to kindly go through the same and forward the monthly accounts for the year April, 2009 onwards in the new format. The accounts received other than in the new format from April, 2009 will not be considered. The List of Heads of Accounts is being given for printing and once it is over sufficient copies would be made available to your office.

Yours faithfully,

(K.Rajasekar)  
Director (Fin.)

ANNEXURE

(See Foot Note 14)

List of detailed Heads of Accounts for the accounting of Expenditure pertaining to the Directorate (Medical) Delhi.

<b>I. ADMINISTRATIVE UNIT</b>	<b>The prefix code for hospitals – ODC is 4001 and for other hospitals it is 4002</b>
1. Pay of Officers –	
i) Specialists	4001/02 – 001
ii) Medical Officers	4001/02 – 002
iii) Other Officers	4001/02 – 003
2. Pay of Establishments – excluding drivers & safari Karmachari	4001/02 – 004
3. Pay of Drivers	
i) Ambulance	4001/02 – 005
ii) Staff Cars	4001/02 – 006
iii) Other Vehicles	4001/02 – 007
4. Pay of staff employed for waste management work i.e.safai karmachari	4001/02 – 008
5. Allowances and Honoraria etc.	
i) Grade Pay	4001/02 – 009
ii) Dearness Pay	4001/02 – 010
iii) Dearness Allowance	4001/02 – 011
iv) Transport Allowance (inclusive of DA)	4001/02 – 012
v) Non-Practising Allowance	4001/02 – 013
vi) House Rent Allowance	4001/02 – 014
vii) Overtime Allowance	4001/02 – 015
viii) Washing Allowance	4001/02 – 016
ix) Reimbursement of Medical Charges	
(a) Payment to Central Government	4001/02 – 017
(b) Payment to the Employees	4001/02 – 018

x)	Other Allowances & Honoraria	4001/02 – 019
xi)	Leave and Pension contributions (*)	4001/02 – 020
xii)	Interim Relief	4001/02 – 021
xiii)	Productivity Linked Bonus	4001/02 – 022
xiv)	Honoraria to Part-time Specialists / Medical Officers	4001/02 – 023
xv)	Expenditure on contractual services	
	a) Nurses	4001/02 – 024
	b) Security Services	4001/02 – 025
	c) Ambulance Services	4001/02 – 026
	d) Training Services	4001/02 – 027
	e) House-keeping Services	4001/02 – 028
	f) Laundry	4001/02 – 029
	g) Others	
	i) LDC	4001/02 – 030
	ii) J.E.	4001/02 – 031
xvi)	Remuneration to part time staff	
	i) Remuneration Electrician	4001/02 – 032
	ii) Yoga Instructor	4001/02 – 033
<b>Total of 4001/02 – 09 to 33</b>		
<b>Total of Items (1 to 5)</b>		
<b>II. FURNITURE AND EQUIPMENT</b>		
i)	Equipments and Instruments	
	(a) Purchase	4001/02 – 034
	(b) Repair/Maintenance & hire charges	4001/02 – 035
ii)	Furniture	
	A. Medical	
	(a) Purchase	4001/02 – 036
	(b) Repair/Maintenance & hire charges	4001/02 – 037
	B. Non – Medical	
	(a) Purchase	4001/02 – 038
	(b) Repair/Maintenance & hire charges	4001/02 – 039

iii)	Typewriters & Duplicators	
(a)	Purchase	4001/02 – 040
(b)	Repair/Maintenance & hire charges	4001/02 – 041
iv)	Computer	
(a)	Purchase	4001/02 – 042
(b)	Repair/Maintenance & hire charges	4001/02 – 043
v)	Printer & Accessories	
(a)	Purchase	4001/02 – 044
(b)	Repair/Maintenance & hire charges	4001/02 – 045
vi)	Fax, Cyclostyling, Photo Copier	
(a)	Purchase	4001/02 – 046
(b)	Repair/Maintenance & hire charges	4001/02 – 047
vii)	ACs, Cooler, Heater /blowers	
(a)	Purchase	4001/02 – 048
(b)	Repair/Maintenance & hire charges	4001/02 – 049
viii)	Other Items not covered under the above heads	
(a)	Purchase (Misc)	4001/02 – 050
(b)	Repair/Maintenance & hire charges (Misc)	4001/02 – 051
<b>Total (Furniture and Equipments) – 4001/02 (34 to 51)</b>		
<b>III. VEHICLE</b>		
<b>1. AMBULANCE</b>		
(i)	Purchase of Ambulances	4001/02 – 052
(ii)	Repair and maintenance charges of ambulances	4001/02 – 053
(iii)	Petrol, Diesel and Lubricants	4001/02 – 054
<b>2. Staff Cars</b>		
a)	Purchase	4001/02 – 055
b)	Repair/Maintenance & hire charges	4001/02 – 056
c)	Petrol, Diesel and Lubricants	4001/02 – 057
<b>3. Other Vehicles</b>		
a)	Purchase	4001/02 – 058
b)	Repair/Maintenance & hire charges	4001/02 – 059

c) Petrol, Diesel and Lubricants	4001/02 – 060
4. Hiring of Vehicles	4001/02 – 061
5. Other items not in above head	4001/02 – 062
Total (Vehicles) – 4001/02 (52 to 62)	
<b>IV. OTHER CHARGES</b>	
a. Linen	4001/02 – 063
b. Diet	4001/02 – 064
c. Liveries	4001/02 – 065
d. Any other item not covered in the above head (specify)	4001/02 – 066
Total (Other charges) 4001/02 (63 to 66)	
<b>III.DRUGS AND DRESSINGS</b>	
1. Purchase by Central Stores	4001/02 – 067
2. Local Purchase	4001/02 – 068
3. Charges for super –speciality treatment	4001/02 – 069
4. Charges for super speciality investigations	4001/02 – 070
5. Cost of Drugs reimbursed to insured persons	4001/02 – 071
6. Cost of special appliances (e.g, implants,IOL etc)	4001/02-072
7. Charges for	
i) X-Rays films and chemicals	4001/02-073
ii) Laboratory Chemicals and kits	4001/02-074
iii) Disposable (e.g Gloves,Syringe,I/V.set etc.)	4001/02-075
iv) Sutures	4001/02-076
v) Spirit & licence fee	4001/02-077
vi) Any Other item not covered in above head (Specify)	4001/02-078
Total of Drugs & Dressings 4001/02 (67 to 78)	
6. Miscellaneous / Contingencies	
i) Postage & Telegram Charges	4001/02 –079
ii) Telephone	4001/02- 080
iii) Stationery & Forms	4001/02 – 081

a)Purchase	4001/02 – 082
b)Printing	4001/02-083
iv) Rates & Taxes (property taxes, Muncipal Taxes)	4001/02-084
v) Books, Periodicals and other publications	4001/02 –085
vi) General Articles for office use	4001/02 – 086
vii) Audit fees and legal fees	4001/02 – 087
viii) Photostat and Cyclostyling	4001/02 – 088
ix) Electricity Charges	4001/02 – 089
x) Diesel charges for DG sets/Gas for kitchen	4001/02 – 090
xi) Water Charges	4001/02- 091
xii) LDO for boiler	4001/02- 092
xiii) Hot & cold weather charges	4001/02-093
xiv) Other Misc	
(a) Expenditure on account of amenities to the staff	4001/02 – 094
(b) Other items	4001/02 – 095
<b>TOTAL MISC CONTINGENCIES 4001/02 (79 TO 95)</b>	
<b>7. EXPENDITURE ON WASTE MANAGEMENT</b>	
i) Incinerator	
(a) Purchase	4001/02- 096
(b) Repair & Maintnenance	4001/02-097
ii) LDO for Incernator	4001/02-098
iii) Other Equipment & Vehicles required	
(a) Purchase	4001/02-099
(b) Repair & Maintnenance	4001/02-100
iv) Disposable bags	4001/02-101
v) Chemicals and disinfections	4001/02-102
vi) Expn on Contracutal arrangement of waste management	4001/02-103
<b>Total Waste Management 4001-02 (96 to 103)</b>	
<b>8. Pension Reserve Fund</b>	<b>4001/02-104</b>
<b>Grand Total of 1 to 8 heads</b>	