



FINANCE AND ACCOUNTS DIVISION  
HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. MARG,  
NEW DELHI-110002  
011-23234336,



No. F-17/12/1/2011-A/cs. I

Dated: 30<sup>th</sup> September, 2011

To,  
The Addl. Commissioner / Regional Director / Director /Jt. Director Incharge of SRO/  
Medical Suptd. /Hospital, Director (Medical), Delhi, N.T.A. E.S.I. Corporation,

**Subject: Preparation of Monthly Accounts in ERP.**

Sir,

Considering the broad based use of ERP and commitment of the Corporation to computerize Annual Accounts, in-house training was conducted during September 2011 at various locations covering all ROs/SROs/Hospitals/SMC/SSMC Offices/NTA (except for accounting units under territorial jurisdiction of Karnataka and Kerala). During training online real time passing of accounting entries and posting thereof in ERP accounts is demonstrated to all.

ESIC is committed to prepare annual accounts for the year 2011-12 in ERP, and for this instruction is already issued to all accounting vide Hqrs letter no No.F-12/12/1/2011-12-A/cs-1 Dated 05/09/2011 . With the dual intention of extensive use and preparation of monthly accounts in ERP the following is hereby instructed:-


1. All monthly accounts from April 2011 to August 2011 must be posted in ERP by **20<sup>th</sup> October 2011** for which head wise posting of manual accounts, already submitted, may be done. For accounting units under territorial jurisdiction of Karnataka and Kerala this date will be **1<sup>st</sup> November 2011**.
2. Voucher (Payment / Cash / Journal) wise posting should be done from 01<sup>st</sup> September 2011. September 2011 monthly accounts must be processed in ERP besides submission of the same via email in usual Excel format. Submission of accounts in Excel without posting the same in ERP shall not be considered as valid submission of monthly accounts.

3. Since an account is to be prepared in both manual format and ERP, till system stabilizes, there is extra work for accounts personnel in all accounting units. As such it is advised to ensure that no transfer of accounts personnel should happen and no additional work is assigned to accounts personal who is handling monthly accounts work, till March 2012.
4. As it is mandatory in the part of F&A division to maintain accounts both manually and in ERP , it is necessary that the strength of accounts wing is maintained and personnel should not be withdrawn considering reduction in work due to ERP.
5. The target fixed for the incharge Finance officer for the year 2011-12 for the purpose of APAR is submission of monthly accounts through ERP and the dated are as follows :-

April 2011 to August 2011	20 <sup>th</sup> October 2011
Sept 2011 to March 2012	by 20 <sup>th</sup> of the following Month
March (Final) 2012	As per original schedule.

This issues with the approval of Director General

Yours faithfully,



(K Rajasekar)  
Director (Fin.)

**Copy for information and necessary action to:**

All Director (Fin.)/ Jt. Director (Fin.)/ Dy Director (Fin.)/ Asstt. Director (Fin.) of RO /SROs/,D(M)D,NTA and office of SSMC/SMC, The contents of the letter may be ensured.

Addl. Commissioner (Systems) for publishing the letter in the web-site.



(K Rajasekar)  
Director (Fin.)