



EMPLOYEES' STATE INSURANCE CORPORATION
HEADQUARTER
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No.F-12/12/1/2011-12-A/cs-I

Dated 05/09/2011

To,
The Director (Fin.)/Jt. Director (fin.)/ Dy. Director (Fin.)/Asstt. Director (Fin.)

Regional Office /Sub-Regional Office/E.S.I. Hospital/Director (Medical),Delhi/NTA/Office of SSMC & SMC

Sub : **Streamlining Monthly Accounts in ERP environment**

Madam / Sir,

During scrutiny of monthly accounts in ERP at Hqrs it is found that only a very few units are preparing monthly accounts in ERP whereas it is imperative to maintain monthly account in ERP. It is also seen that all the branch offices across Regional Office and Sub-Regional Office are not making benefit payment through ERP since beginning of this Financial Year 2011-12 and till date it is found that few Branch offices are making payment manually or even making payment through system generated dockets but not generating payment voucher so that proper expenditure could be reflected in Statement of Account. Similarly few Regional Office, SRO, Hospitals are not passing all Bills through ERP as it is not appearing in Statement of Account.

Under the above circumstances it is essential to be extremely careful in accounting. As ESIC is passing through transition phase of ERP implementation maintaining parallel manual record till system is fully stabilised is desirable. Further it is also mandatory to maintain the time schedule of monthly accounts. As such the following should be ensured:

1. **Contribution and other receipts:** After IT Rollout and introduction of receipts through e-challans only, contribution and other receipts are directly posted to RO/SRO statement of accounts directly in the system by Headquarter and the corresponding debit is posted in account head- *418040100000004-Responding items - Deposits in Account No.1 Central-* in payment side.

All accounting unit can check contribution and other receipts by login in ERP -> ERP work list -> Cashbook ->GL view. In GL view account head 418040100000004 is entered and month be selected. The report will show head wise receipt.

For submitting monthly account to Headquarter, all accounting units are

previous month.

In case any accounting unit is accepting or accepted manual challans then total receipt shall include amount posted by Head quarter as well as contribution or other receipt received through manual challans. However any receipt through manual challans should be strictly discouraged.

2. **Benefit Payment by Branch Offices** : All benefit payment will continued to be paid through ERP and in case where payment is made manually or payment is made on the basis of **system generated dockets but payment voucher is not generated**, form A-19 (DCR) shall continued to be submitted by Branch Offices including all payments, i.e., payment made by manual dockets, payment made by system generated dockets but payment voucher not generated and payment for which docket as well as payment voucher is generated. On receipt of A-19 (DCR), Dy. Director (Fin.) of Regional office /SRO will verify head-wise posting in statement of accounts in ERP and any shortfall will be booked by RO/SRO Accounts through Cash Voucher. Date of cash voucher should pertain to the month for which benefit payment is related. Manual cash book writing shall be continued by Branch Offices.
3. **Expenditure at Regional Office / SRO/ Hospital**: - All bills of RO/SRO/Hospital will be passed through ERP only. In case where bills are passed manually the same should be posted in ERP through Journal Voucher / Cash Voucher. However manual cash book writing shall be continued.
4. **Expenditure of SMC/SSMC Office**: As per Hqrs letter No. F-12/12/1/07-08-Fin & A/cs.I dated 11/08/2011; monthly schedule of receipt and expenditure of SMC/SSMC office will be prepared in prescribed format and forwarded to Regional Office concerned for incorporating the same in Regional Office monthly accounts. It is further to inform that format of receipt and expenditure is already circulated and is also available in website. SMC/SSMC office should submit monthly statement of income and expenditure strictly in that format without adding and deleting any head of account.

Amount transferred to SMC/SSMC bank account should be booked in the head "Between A/C No. 1-Central and A/C No. 2-Regl. Office"

All the bills of SMC /SSMC office are passed in ERP. If some bills are passed manually, then SMC/SSMC office should ensure that schedule of receipt and expenditure is consisting of both online and offline bills. SMC/SSMC office shall submit its monthly

accounts not later than 5th day of next month to Regional Office.

5. Transfer of New Pension Scheme accumulation to NSDL CRA: - Circular is issued for calculation, authentication and transfer of New Pension Scheme accumulation to NSDL CRA. Interest on NPS since 1.4.2004 is to be calculated and booked under the head "ESIC NEW PENSION SCHEME - ESIC SHARE OF CONTRIBUTION-Account Head-402031700000001" under C-Other Charges. Corresponding credit of Interest on NPS will be made in ESIC share of Contribution-ESIC-NPS-Account head -311040100000003 under Deposit.

While transferring NPS amount to NSDL CRA –Employees Share will be debited to account head Contribution from employees-ESIC-NPS –Account head 311040100000002 and ESIC share along with accumulated interest will be debited to ESIC share of Contribution-ESIC-NPS 311040100000003

6. Monthly Accounts: Monthly accounts shall be prepared by F&A Branch of Regional Office / SRO/ Hospital incorporating expenditure of Branch Offices as submitted by Branch in A-19 (DCR) and schedule of receipt and expenditure submitted by SMC/SSMC office. The consolidated monthly shall be submitted by Dy. Director (Fin.) in Excel format hard copy as well as soft copy through email invariably before 18th of the succeeding month besides posting in ERP as mentioned in Para 1 and 2 above. Delay in submission of monthly accounts should not be done for want of posting in ERP.

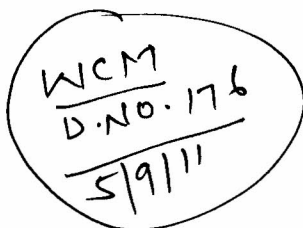
Further all monthly accounts for the financial year 2011-12 (since April 2011) shall be posted in ERP for which head-wise posting may be done instead of voucher wise posting through Journal voucher / Cash Voucher. Monthly accounts posted in ERP should tally with manual accounts. This exercise of posting of monthly accounts will help in Budget Exercise, expenditure analysis, fast compilation of annual accounts, data migration, etc.


Hemant Kumar Pandey
Dy Director (Fin.)

Copy for information and needful to:

1. All Regional Director , Director /Jt. Director in charge of SROs, Commissioner-NTA, Medical Superintendent, SSMC/SMC
- ✓ 2. Jt. Director (System) for publishing on web site.


Hemant Kumar Pandey
Dy Director (Fin.)


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