

Most Immediate



EMPLOYEES' STATE INSURANCE CORPORATION
HEAD-QUARTERS OFFICE (ACCOUNTS BR. II)
PANCHDEEP BHAWAN, C.I.G. MARG NEW DELHI - 110 001.

Website : www.esic.nic.in. Tel No. 23234092-300

NO. F/23/13/Specified Branch/04/A/cs-II

Dated: 14.03.2011

MEMORANDUM

Subject : Review of cash balance of Account No. 2 as on 31.3.2011 and to credit the unutilized amount in Account No. 1 (Central) – Account No. (11084230978) on 31.3.2011.

The Financial Year 2010-2011 is coming to close shortly. As in the previous years, the desirability of keeping minimum balance of cash in hand/cash in bank as on 31.3.2011 is to be ensured.

It may also please be ensured that whatever payments are required to be made to the construction agencies as per the sanctions issued by the Hqrs. Office/R.Ds. and funds remitted therefore to the Regional Office A/c No. 2 are actually paid well before 31.3.2010 so that transactions can be accounted during the current financial year itself. In case any funds transferred by this office are lying in the R.O. A/c No. 2 (Including Revolving Fund Amount) unutilized or is likely to remain unutilized till 31.03.11 same may be assessed and got deposited for credit to the Regional Office, A/c No. 1 on 31.03.2011 and should be remitted to the A/c No. 1 (Central) on Monday, the 28st March 2011 itself except the contingent amount, if any, in addition to the normal weekly remittance due on Saturday. Also, the remittances may be sent wef 29.3.2011 to 31.3.2011 on daily basis. The liaison branches maintaining the Account No. 1 may be advised accordingly.

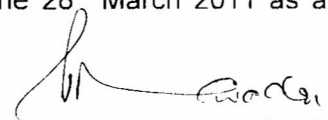
NACO Funds including the interest earned in its account should not be clubbed with ESIC Account.

It is understood that some accounting units have been retaining unreasonably high amount with them, which is highly objectionable from audit point of view in as much as these funds are lying idle even though no expenditure is anticipated in the near future. It may please be noted that only the funds that may be required for expenditure say, a maximum period of one month, should only be requisitioned irrespective of the budget allotted. It may also kindly be noted that this may attract adverse attention from the vigilance angle also.

The above instruction may kindly be gone through carefully and compliance ensured in all respects.

The undersigned has already requested the A.G.M., SBI Main Branch to issue necessary instructions to all link branches for sending weekly remittance on Monday the 28th March 2011 as a Special remittance in addition to the usual remittance on Saturday.

The receipt of this may please be acknowledged.


(R.Keshavadas)
JT. DIRECTOR (Fin)

To

All Jt. Director/Dy. Director(Fin.)
E.S.I. Corporation,
R.O./S.R.O./Hospitals/O.D.Cs

CC

Regional Director/Joint Director(I/c)/
SSMC/SMC/Medical Superintendent
Regional Office/SRO/Model Hospital
JD(System) for website