

EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN:C.I.G.MARG:NEW DELHI

L.R.SHARMA
DY.DIRECTOR(FINANCE)

D.O.NO.F-19(17)/09-Col.
Dated: 17 -10-2011

Dear Shri

In order to arrive at the actual admissibility of staff for conducting the internal audit of the accounts for the year 2011-12 which has to be completed by 25th October -2011, the work-load for the year 2011-12 is required to be assessed by you. Accordingly, you are requested to review your staff requirement for the audit of accounts for the year 2011-12 immediately on receipt of this letter. The proposal should be inclusive of aspects of revenue audit as per provisions of Manual of Audit and Accounts and Headquarters instructions in this regard.

In this review, you are advised to examine, in an objective manner, the whole detailed gamut of change introduced over the year, in the systems and procedures, which may call for appropriate revision in the yard -stick etc. and bring out your proposals backed by detailed justifications. Your proposal must take into account : (1) The reduction in number of IPs in your region, if any, over the year and also (2) The reduction in number of payments to IPs due to enhancement of ceiling in commutation of PDB upto Rs.30,000/-. Further, it must also take into account the newly set up Regional Office/sub-regional Offices and ESI Model Hospitals. Ensure that your proposal for the requirement of staff is absolutely realistic and not exaggerated one. As we have now set up various Model Hospitals to be run by us directly, the audit of these Hospitals functioning shall also be covered in your audit proposal. Accordingly requirement of staff be estimated and included. The Accounts of Hospital Development committee should also be subject to Internal Audit, as ESIC is incurring the expenditure. Taking into Accounts the number of HDC the requirement of staff may be worked out and indicated in Annexure-'A' Suitably.

Your proposals complete in all respects in the attached proforma (Annexure-A) should reach this office latest by 25th Oct.2011 to enable this office to process them in time. In your covering letter however, you may please give your appreciation of any special features having bearing on your proposals that you may like to bring to the notice of this office for consideration.

With best wishes,

Yours sincerely,

(Signature)
(L.R.SHARMA)

DY.DIRECTOR(FIN.)

TO

~~ALL~~ **ALL**

✓ **Joint/Dy. Director (Fin) of**
REGIONAL OFFICE / Sub-regional office

copy to:- **System Division for uploading on website.**

(Signature)
(L.R.SHARMA)
DD

Annexure-A

Internal audit staff proposals for audit of the year 2011-12 required to be completed by 25-10-2011.

- | 1.No. Of mandays sanctioned by the Hqrs.office for audit of accounts of following quarters. | Total No. of Mandays Sanctioned for audit Of Accounts of Local Office/R.O. |
|---|--|
| July-September-2010 | |
| Oct.-December-2010 | |
| Jan.-March-2011 | |
| April-June2011 | |
| 2.Mandays ACTUALLY utilized for test checked of number of employees/Insured persons as on 31-3-2011. | |
| 3 Mandays for any additional work that does not find place at serial Nos. 1&2 above (Please give nature of work and mandays actually utilized or proposed therefore including list of new Branch office with date etc.) | |
| 4.Is there reduction in number of IPs. In your region over the years? If yes, please give brief comments on the decrease what proportionate decrease do you propose in number of mandays of audit? | |
| 5.Do you propose any decrease in number of mandays for audit in view of the decrease in the number of payments due to enhancement in ceiling of commutation of PDB Upto Rs.30,000/- please specify. | |
| 6.Please give your comments on Internal audit of SROs/ Hospitals etc. attached for audit purpose with the Regional office. Specify your staff requirement for the same. | |
| 7.Total workload (in terms of mandays) of audit of accounts of 2010-11. | |
| 8. No. of Asstt. Director(Audit)sanctioned (please quote sanction No.&date) | |
| 9. No. of Assistants sanctioned. | |
| 10. No. of Asstt. Directors posted. | |
| 11. No. of assistants posted. | |