



EMPLOYEES' STATE INSURANCE CORPORATION
HEAD-QUARTERS OFFICE (ACCOUNTS BR. II)
PANCHDEEP BHAWAN, COMRADE INDERJIT GUPTA MARG
NEW DELHI - 110 001.

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

No. F-23/18/1/2010-A/cs.II

Dated : 15th March, 2011

To

All Regional Director/Dy. Director(Fin.)/Medical Supdt./
Jt. Director (I/c)

Subject : Transfer of 2nd Instalment for the month of march, 11- Regarding.

Sir,

The 2nd instalment which is to be transferred by Hqrs. on or after 20th of every month for salary purposes, will not be transferred in this month due to closing of Financial Year and the salary for the month of March, 2011 is to be paid in April, 2011. Also it is needful to confirm the closing balance and surplus of amount, if any, be transferred to the A/c No. I (Central) after keeping the required amount for clearance of bills upto 31.03.2011. Please also ensure that the closing cash balance is kept at minimum to avoid audit observation.

If fund required for clearing the bills, etc. upto 31.3.2011, requisition may be sent through mail. For the purpose of salary of March, 2011 fund shall be transferred on 01.04.2011.

Yours faithfully,


(K.G. SURESH)

JT. DIRECTOR (FIN.)

✓ Copy for: SD (sys) for uploading to website.