



**EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN. C.I.G. MARG, NEW DELHI-2**

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No. 23/13/IT/2010-A/cs-II

Dated: 31 Aug, 2011

To

All Dirs (F) /JDs (F) /DDs (F)
All Regional Offices/Sub Regional Offices
All ESIHs

Subject: Reports available under the ERP Module.

Sir,

I am directed to forward herewith a list of Reports that can be generated from the ERP module which are connected with the F&A matters, so also other day to day activities of the region.

It has been desired by the DG that these reports should be used extensively by the RDs/JD(i/cs) for monitoring/reviewing the functions of their offices as well efficient working of the ERP modules. Accordingly, it has been desired that that Accounts Division of the RO/SRO concerned shall take print out of the reports at regular intervals (at least as shown against each in the list attached) and submit the same to RDs/JDs(i/c) concerned for his perusal/analysis even if the reports do not show any transaction.

In case of any issue relating to functionality or accessibility of any of the report, the WIPRO engineer concerned may please be contacted.

This issues with the approval of the DG.

Yours faithfully,

(R.KESHAVADAS)
JT. DIRECTOR (FIN.)

Copy to: All RDs/JDs(i/c) for information and action as stated above.
All SSMCs/SMCs/MS for needful in regard to the matters pertaining to their functions.

WICM
D.No. 171
11/9/11

**FA REPORTS AVAILABLE IN THE ERP MODULE & FREQUENCY OF ITS SUBMISSION
TO RDs/JD(ic)s/SSMCs/SMCs/MS**

	Name of the Report	Frequency
1	Cash Benefit Payment Register	Daily
2	Supplier Bill Payment Register	Weekly
3	TDS Report	Monthly
4	Revolving Fund Payment Register	Monthly
5	Cash Book Report	Daily
6	Cash Voucher	Monthly
7	Bank wise Investment Register	NOT REQUIRED AT RO/SRO
8	Statement of Contribution & Damages For/Upto month	Monthly
9	Journal Voucher Register	Monthly
10	GL View	Monthly
11	Schedule Benefits	Daily
12	Challan Reconciliation Report	*
13	Statement of Accounts	Monthly
14	Advance Settlement Details	Monthly
15	Pending Payment Register	Weekly
16	ECS/RTGS Report	Weekly
17	Advocate Ledger Details	Monthly
18	Statement of Cheques Issued	Monthly
19	Challan Satus Report	*
20	SuperSpeciality Payment Register	Weekly
21	Statement of Contribution & Interest For/Upto month	Monthly
22	TA Details	As and when Transfer of funds are effected by the RO to BOs
23	Budget Proposal Report	**
24	Investment Register	Not available at RO/SRO level

* As and when challan details are received from the SBI and challan reconciliation process are completed (which is informed by the HQRs Office) or as and when otherwise reports pertaining to *Reconciled/Unreconciled* challans are required by the RD/JD(ic).

** When budget are prepared or as and when otherwise required by the RD/JD(ic)