



EMPLOYEES' STATE INSURANCE CORPORATION

PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-2

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No.F.23/13/Opening A/c/10-A/cs-II

Dated: 28-10-11

To,
All RDs/Director/JD (Incharges)
Of ROs/SROs

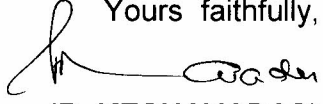
Subject:- Generation Payment Vouchers for Benefit Payments.

Sir,

I am directed to state that the some of BMs and staff posted in the Branches Offices have been facing difficulties in generating the Payment Vouchers to effect payment of the cash benefits through the ERP Modules. The work is not being done at all in some Branch Offices resulting in failure by the systems to record the transanctions.

It is informed that the steps involved in generation of the PV is covered in the *F&A User Manual* which has already been circulated by this office and is available in our website. Once again, an help file prepared by one of the officers, is circulated herewith. It is requested that the same may please be circulated among all the Branch Offices under you. The Nodal Officers posted in your region may also please be advised that all the BO staff are educated about the generation of the PV.

Encl. Generation of P.V.

Yours faithfully,

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

Copy to:

IC/AC (Revenue)

AC (Systems/JD(Systems) – With the request to post this letter alongwith the help file to the website.