

Minutes of the meeting on ESIC Diamond Jubilee Celebration Year (Finance Division) held on 25-02-2011 at 12.00 noon

A meeting on the Commitments made on ESIC Diamond Jubilee Celebration Day relating to Finance Division was held on 25.02.2011 at 12.00 noon in the chamber of Addl. Commissioner (P&A), in which the following officers were present:-

1. Shri T.K. Bhattacharyya, AC (P&A)
2. Shri S.K. Garg, AC (Systems)
3. Shri Arun Kumar, Dir(PR & Rev.)
4. Shri Rajasekar, Dir (Fin.)
5. Shri S. Ghosh, Dir (MSU)
6. Shri Arvind Kumar, JD (Systems)
7. Shri R.K. Gupta, JD (MSU)
8. Shri R.K. Gautam, JD (PR)
9. Shri Pranava Kumar, AD (Spl. Cell)
10. Shri Ashutosh Giri, AD (MSU)

AC(P&A) took up all the five commitments of Finance Division with respective heads of Branch and formulated Action Plan for completing the same during the Diamond Jubilee Year. The following deliberations have taken place in the meeting:-

1. Payment to all clients within 10 days through ECS (to regular clients):

- (a) Director (Fin.) has been asked to issue the necessary instructions/letter to the field units that all the third party payments including tie up hospitals etc. (excluding statutory payments like telephone, electricity etc.) shall be made only through CBS/RTGS/NEFT/ECS i.e. other than cheque payments. This shall be effective from 15th March, 2011.

(Action : Director (Finance))

- (b) Director (Fin.) also assured that he will send communication to the field units (ROs/SROs/SMCs/MSs Office) to make the payments within 10 days of receiving the bill completed in all respect.

(Action : Director (Finance))

- (c) The format will be prepared by MSU Branch and information will be sent to Director (MSU) through his e-mail ID (**dir-msu@esic.nic.in**) for analysis and compilation of all such report.

(Action : Director (MSU))

2. Computerization of Monthly and Annual Accounts:

- (a) AC (Systems) informed that the matter of computerization of Monthly and Annual Accounts will be taken up with WIPRO. However he has requested Finance & Accounts Division to inform Systems Division about the availability of infrastructure facility from the field accounting units by calling information.

[Action : AC(Systems) & Director (F)]

- (b) AC(P&A) suggested that Systems Division will issue a Circular giving detailed process to be adopted for computerization and as per the software application and also Systems Division shall work out the modalities of preparing the accounts through system in the absence of application in the field accounting unit.

[Action : AC(Systems)]

3. Organising of 100 Training Programmes on etiquettes/people-handling/courtesy:

It has been decided that NTA will devise contents of Training Programmes on etiquettes/people-handling/courtesy in association with Zonal Training Institutes (ZTIs) of respective zones. The contents shall be prepared on or before 15th March and shall be circulated before 31.3.2011. Thereafter, Regional Field Unit Offices shall organize one or two training programmes during the Diamond Jubilee Year.

(Action : NTA, All ZTIs & RO/SRO/MS/SMC/SSMC)

4. Pehchan Card will be given to the Insured Persons within 07 days after data capturing:

AC(Systems) will issue the instruction to all ROs/SROs as to how the distribution of Pehchan Cards to IPs shall be made within 07 days of data capturing. For this a proforma will also be devised by them and Director (MSU) will monitor the progress made in this connection in the field office. Broadly, the issuance of Pehchan Card to IPs will be materialized within 07 days by time schedule indicated below:-

- a. Day 1 -- Date of enrolment and data capturing for Pehchan Card.
- b. Day 2 -- Printing and dispatch to respective offices.
- c. Day 3 -- Issue of Pehchan Card through Courier.
- d. Day 4 & 5 -- Distribution of Pehchan Card to employers by Branch Offices.

[Action : AC(Systems)]

5. Real time online Registration for Employers and Insured Persons:

It has been decided that detailed instruction and process flow will be issued by Systems Division on this subject as Realtime online registration for Employers and Insured Persons are to be achieved hundred percent(100%).

[Action : AC(Systems)]

6. Other issue :

- a. AD (Spl. Cell) brought out the change of homepage of ESIC Website , www.esic.nic.in and informed that new vibrant design is ready for uploading. JD(Systems) stated that he will be seeking necessary security certificate from Government certifying agency soon. AC (P&A) desired that change of home page of ESIC Website should be effected without any further delay.

[Action : AC(Systems)/JD(Systems)/JD(PR)/AD(Spl. Cell)]

- b. Proforma for monitoring will be designed by AC(Systems), Director (Fin.) and Dir(MSU). Dir(MSU)/JD(MSU) shall also coordinate with Diamond Jubilee Special Cell.

[Action : AC(Systems)/Dir(Fin.)/Dir(MSU)/JD(MSU/JD(PR))/AD(Spl. Cell)]

- c. AC(Systems)/JD(Systems) assured that by 10th March, 2011, the website www.esic.in will be bifurcated into divisions i.e. Insurance, Medical, Finance, Systems, Administration & others to enable concerned divisions to upload their references and letters into the respective Divisions of the System.

[Action : AC(Systems)/JD(Systems)]

(Pranava Kumar)
Asstt. Director (Spl. Cell)

Copy to :-

1. PPS to DG.
2. PS/PA to FC/CVO/IC/MC/AC(P&A)/Chief Engineer/AC(Systems)/AC(Bft.)/All DMCs/All Directors at Hqrs.
3. All ROs/SROs/DOs/ESIC Hospitals/SSMCs/SMCs/D(M)D/D(M)Noida.
4. A.C. (NTA)/J.D. (NTA)/JD (E-I/E-II).
5. All concerned members of the meeting.
6. Diamond Jubilee Cell.
7. All Branches at Hqrs. Office, for necessary action.
8. Website Contents Manager with request to upload this circular on ESIC website.