



HEADQUARTERS' OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI
(ISO 9001:2008 Certified Office)

Dated 22-03-2011

№ - 2-11/12/5/Misc./2011-MSU

CIRUCLAR

Sub: **Monthly review meeting of Diamond Jubilee commitments in r/o Finance Div.- regarding.**

It has been decided that a monthly review meeting will be held at Hqrs. office on 25th of every month. In case 25th is holiday then the meeting will be held on next working day. Therefore all RDs / JD incharges are hereby requested to furnish the data pertaining to previous month on or before 15th of the following month as per prescribed format (Proforma enclosed).

- This issues with the approval of Director (MSU) Hqrs. office New Delhi.


(Ashutosh Giri)
Assistant Director (MSU)

Copy to:-

1. Diamond Jubilee Cell.
2. All ACs /RDs /JD I/Ces
- ~~3. All the Medical Superintendents of ESIC Hospitals / Model Hospitals.~~
4. All the Medical superintendent of ESIC Hospital / Model Hospitals.
5. Website management committee to upload on the ESIC official website.



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EMPLOYEES' STATE INSURANCE CORPORATION
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NEW DELHI-110002

(<http://esic.nic.in>)

No. Z-11/12/5/Misc./2011/MSU

Dated -09.03.2011

To

The R.D./J.D.I/c,
R.O./SRO/ESO Hospital/
Directorate (Medical)Delhi/Directorate(Medical)NOIDA/
Office of SSMC & SMC/
NTA/ Dental College,
ESI Corporation.

Subject: Disposal of the bills – proforma regarding – commitment of the Corporation in Diamond Jubilee celebration

Sir,

The commitments made by the Director General on dt. 24/02/2011 at Vigyan Bhawan during Diamond Jubilee Celebration of the ESI Corporation includes specific commitment for clearance of all types of bills within 10 days through ECS.

Further computerization of monthly and annual accounts have also been pledged. Director (Finance) has written the letter in this connection to the Field Offices earlier. In continuation the above, MSU Br. in Hqrs. Office have devised the following proforma in consultation with the Director (Finance) to monitor the progress made.

I.

PROFORMA - I

Proforma in respect of payment made to the Third Parties.

SUBJECT	No.
Bills admitted towards payment to the I.Ps.	
Bills admitted in respect of employees and officers.	
Bills admitted towards Third Parties.	
TOTAL	

1. No. of bills out of total bills – cheque/cheques issued alongwith reasons : _____
2. Steps taken to avoid issue of cheques.

The above information shall be submitted periodically by the 5th of every month indicating the position of previous month. Information must be sent through e-mail addressed to Director (MSU) in his e-mail ID dir-msu@esic.nic.in

II.

PROFORMA - II

Proforma showing stages of settlement of bills

SUBJECT	No.
Total no. of Bills received.	
Total No. of Bills settled within 10 days.	
The bills remains not settled within 10 days and reasons therefore.	
Action taken to streamline the settlement within the committed period of 10 days.	

NOTE : Settlement of 10 days means - the bills received in ESIC and the date of making payment by the office.

The above information shall be submitted on 15th of every month indicating the position of the bills received at the end of the last calendar month and cleared upto 10th of the current month i.e. the month of reporting.

Report should be sent through e-mail addressed to Director (MSU) in his e-mail ID dir-msu@esic.nic.in.

III.

In the matter of computerization of monthly and annual account following points may be kept in view:

A circular has already been issued by the Director (F) to all Field Offices to submit the availability and/or non-availability of infrastructural support/facilities to carry out the financial function through ERP Module. The information may be submitted in the following format:

COMPUTERIZATION OF MONTHLY AND ANNUAL ACCOUNT

SUBJECT	System (1)	Printer (2)	Networking (3)
In respect of R.O./SRO/ Div. Off./M.S			
Branch Office			

- (a) In respect of column No. 1 and 2 No. of systems available as against demand/requirement to be indicated.
- (b) In respect of Column 3, No. of Systems connected to network needs to be mentioned.
- (c) Individual Br. Office /Field formation-wise details need to be furnished to take up the matter of additional supply from WIPRO to the respective location wherever needed.

The above information must be sent by 25th March, 2011 through e-mail addressed to Director (MSU) in his e-mail ID dir-msu@esic.nic.in.

Yours faithfully,

(S. GHOSH)
DIRECTOR (MSU)
e-mail: dir-msu@esic.nic.in
Ph No. : 23235778

Copy to :

A.C.(System) with the request to upload the letter in the website.

DIRECTOR (MSU)