



HEADQUARTERS OFFICE,
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG,
NEW DELHI-110002 : TELEPHONE & FAX NO.011-23234336
e-mail : dir-fin@esic.nic.in

No. F-13/15/2/2004-A/cs. I

Dated: 18th May, 2010

To
The Director (Fin.)/J. D. (F)/D. D. (F)/ A. D. (F),
All Regional and Sub Regional Offices,
All ESI Hospitals, National Training Academy,
Directorate (Medical) Delhi.

Subject: Submission of monthly accounts from April 2010 onwards through e-mail.
Sir,

Please refer to this office letter of even no. dated 5/4/2010 which has been posted in the official website of ESIC and is available at Serial No. 82/2010 under the head "Important Orders and Circulars of Hqrs. Office". In the above noted communication, it has been advised that the monthly account for the month of April 2010 should be submitted to Hqrs. Office via e-mail only. This Office has been receiving numerous queries about submission of hard copy of the monthly accounts by post also.

It has now been decided that apart from sending the monthly accounts via e mail electronically, accounting units are also advised to submit one hard copy of the monthly account, already sent via e-mail, by post also. This arrangement will continue till the new system stabilizes. Problem, if any, faced in non availability of particular head of account or other mistakes be brought to the notice of the undersigned through a separate letter.

This Office has also received information that many of the heads of accounting units in R.O./S.R.O./Hospitals have not been provided with internet facility despite clear cut approval of the Financial Commissioner which is available in the website at Serial No. 80/2010. Necessary arrangements for providing internet facility, wherever not available, to the head of accounting unit may be made immediately.

Yours faithfully,

(K. Rajasekar)
Director (Finance)

Copy to:

1. All A.C.s/R.D.s/Directors/J.D.(I/c) of R.O., S.R.O. and M.S. of the hospitals with the request to extend all necessary logical support extended to the finance personnel as Corporation is switching over from manual format to electronic format.
2. Jt. Director(Sys.) with a request to upload this letter in ESIC web-site.

Director (Finance)