



HEADQUARTERS OFFICE,
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG,
NEW DELHI-110002 : TELEPHONE & FAX NO.011-23234336

No. F-14/16/4/59/2005-A/cs. I

Dated: 12th November, 2010

All the Director (Finance)/Jt. Director (Fin.)/Dy. Director (Fin.)/
Asstt. Director (Fin.), Regional Office/Sub Regional Office/E.S.I. Hospital/
Directorate (Medical) Delhi/Office of SSMC & SMC/NTA,
E.S.I. Corporation,

Subject: Two days conference of Finance Officers.

Sir,

Please refer to this office letter of even No. dated 27.10.2010 on the above noted subject. It is further informed that the above noted conference will be held at Russian Centre for Science and Culture, 24, Firoze Shah Road, New Delhi 110001. Agenda points to be discussed in the above mentioned conference are enclosed. The same may be gone through and necessary inputs may be prepared and brought along while coming for the conference.

Stay arrangements for the participants coming from outstation have been made in three Hotels as per list attached. As we have not received the tour programme of many of the participants, stay arrangements have been made on the basis of accounting units. You are advised to approach the Hotel directly upon reaching Delhi. Please do bring your identity card as the same is required by Hotel authorities for security purposes.

We have been receiving many queries on account of number of participants from each unit. In this regard it is once again clarified that only head of finance of each accounting unit is required to attend the conference.

Yours faithfully,

Encl: Two.

(V.K. RAWAT)

Deputy Director (Finance)

Copy for information to:

- 1 All the Regional Directors/SRO I/c/M.S./DMD/SSMC/SMC/AC-NTA.
- 2 A.C. (Systems) with the request to upload the letter along with enclosures in the website.

Deputy Director (Finance)

AGENDA POINTS FOR THE FINANCE OFFICERS MEETING

- 1. Requisition for additional funds:-** It has been time and again informed to all accounting units that the request for additional funds may be sought through e-mails alone. However, it has been observed that some accounting units continue to request for additional funds by fax/letters on one pretext or the other. This is not acceptable. It is again stressed that the requisition for additional funds may be sent through e-mail alone. Further, the request may be sent in the e-mail IDs of either Director (Fin.) for Jt. Director (Fin.)-II, preferably in the mail of JD(F)-II alone to avoid duplication of request. This may be strictly adhered to.
- 2. Bank Reconciliation statements :-**
As per the instructions given to all regions that the bank reconciliation statement are to be sent promptly every month. The Bank Reconciliation statement for a month should be sent by 25th of the subsequent month. However, there has been defaults in this aspect by certain regions. All JD(F)s/DD(F)s are requested to ensure that the bank reconciliation statements are prepared and sent to this office promptly. In case of any difference in balances shown in the bank account and that of our cash books on account of uncleared cheques etc. or due to any other reason, they also be followed up and settled promptly.
- 3. Interest on delayed credits:-**
It may be agreed that the interest on delayed credits due from the SBI are rightful claims of the Corporation and should not in any case ignored by us. It is seen that large amount of outstanding interest are pending in respect of some ROs/SROs for want of proper follow up by the ROs/SROs. It may be noted that this may also lead the External Audit to raise objections which is best avoided. Hence, all JD(F)s/DD(F)s are requested to make vigorous efforts to realize the outstanding interest.
- 4. Revision of the amount of fixed monthly transfers to ROs/SROs:-**
The proposals for revision of the amounts of fixed monthly transfers to each ROs/SROs and Hospitals have been called for by this office vide letter dated 29.09.2010. While details have been sent by many ROs/SROs etc, it is still awaited from some . As a consolidated proposal is required to be sent to the bank by us by the end of November for them to effect necessary changes, all are requested to ensure that these are sent immediately. In case, if any RO/SRO/Hospital fails to send their requests within the stipulated time, no change will be made in their existing limits.

5. **Sanction of pension by the ROs/SROs:-**

The power to issue PPOs in respect of group 'C' and 'D' officers have been delegated to the RDs/JD Incharge/MSs. It is seen in some cases that the Pension/Gratuity have been erroneously worked out resulting in excess payment to the pensioners. As you are aware this may lead to complications as the recovery from pension is a difficult process. Hence it may be ensured at your level that the pension/gratuity calculated is correct so that such situations do not arise.

Earlier, a format had also been circulated by Hqrs. Office for issue of revised PPOs so that the pensioners are aware of all the details of the amount they are entitled to. Some ROs have still not complied with the Hqrs. Instructions causing the Pensioners Association/Federation to complain to Hqrs. time and again. Hence, needful may be done to ensure that the revised PPOs are issued in the appropriate format and copies sent to pensioners.

There have also been instances where the PPOs of Group 'A' officers have been issued at RO level. This may also be avoided.

6. **Submission of information under the New Pension Scheme:-**

It has been advised to all that the details of contributions under the new Pension Scheme may be sent to the Hqrs. regularly. However, there has been lapses by some DD(F)/JD(F). A proper accounting of the amounts deducted from the pay of the employee is to be done so that such amount is transferred to their accounts under New Pension Scheme as and when they are opened with the authority concerned. It is, therefore, advised that the requisite information are sent to Hqrs. office promptly and regularly so as to ensure proper accounting.

7. **Prompt despatch of GPF Schedules:-**

The receipt of GPF Schedules from some regions are considerably delayed causing difficulties in updating the GPF records of individuals. It is requested that the schedules are sent to Hqrs. Office immediately after disbursement of pay for the month.

It is also seen that the A-118 forms for final payment of GPF assets in respect of employees who have left the service are delayed causing such employees to complaint to us about non receipt of the amounts due. Further, in some such cases the details shown therein are also incorrect. It may therefore, be ensured that the information filled in form A-118 is correct and also sent to Hqrs. promptly by the Administration.

8. Adjustment of outstanding Advances- SR/ARM

The outstanding unadjusted advances are a major concern and the same is noted by the external audit in their report. In addition this subject often discussed in the Corporation meetings and viewed it as failure of the implementing department to ensure timely submission of bills by the contractor/construction agency. Care should be taken to ensure that the bills are submitted immediately after execution of the work and refund, if any, are deposited immediately so that the advances are adjusted without much delay. (Region wise statement of outstanding advances enclosed)

9. Internal & External audit para

There are a number of internal and external audit para are outstanding as per the list enclosed for settlement.

Submission of compliance report to the concerned AG Office is utmost important in case of external audit observations. It also may be seen that during the current audit period the compliance report of the previous year's observations are presented to the audit team for necessary action and are noted in their report. For all the recurring nature observations like outstanding recoveries, pending FDC, inspections etc are dropped by inclusion in the current year report.

In case of internal audit a number of para are outstanding with no monetary value to the Corporation. These paras could be settled by taking a concerted effort and liquidate those pendency immediately.

10. Submission of Monthly account Statement

The response received from many a Regions/SRO regarding submission of monthly accounts as per the given excel format is not encouraging. For compilation of all India accounts the format used by the units has to be similar. It has been observed that many field units have added or deleted rows as per their need or requirement. The coding system has been designed keeping in view of IT roll out and any head of account that are not included in the account format could be added centrally so that the format remain common for all the units. Timely submission of the report is a grey area as can be seen from the region wise report attached.

11. Third party payments through ECS/RTGS

The decision has been conveyed to make payment to the tie up hospitals through ECS only with effect from 15.11.2010. The same may be implemented for all the third party payment and the information required like bank account details may be collected from all the vendors to facilitate ECS transfer and cheque payments to be discouraged in all the cases.

12. Statements pertaining to SST/HDC/Hospitals

The expenditure on account of super specialty treatments given to IPs and the amount spent by the Hospital development committee for improvement of the hospital and for repair & maintenance heads are not being received timely from many of the offices. The Director General is monitoring the developments/ improvements personally and non receipt of the required information causes delay in submission of reports to DG. All the concerned are requested to adhere to the time schedule strictly and submit the return as per the given proforma.

13. IT Roll out:-

The IT Roll Out has been implemented in some regions and are likely to be implemented in other regions shortly. Once the Roll out is implemented the mode of collection of contribution would undergo a change, besides other aspects. The contributions are to be paid by the employers through a challan generated by the systems. Separate pool accounts have also been created for crediting the contributions received by system generated challans and such amounts credited in the pool account. The balance at the credit in the pool accounts will be swept to the ESIC A/c No 1 (Central) every day. No credit will be accorded to the RO/SRO Bank account where the contributions have been paid through the system generated Challans.

It has been our experience in the regions where the IT Roll out was implemented in the first instance, that the banks have been crediting the amounts received through conventional challan into the pool accounts and the system generated challan to the RO/SRO Account No.-1 resulting in erroneous accounting. Hence, it has been decided that only one or two branches of the SBI in each region would collect contributions by means of conventional Challans and all other branches would collect the contribution only through system generated Challans. The details of bank branches were called from all ROs/SROs so that the matter is taken up with the SBI at New Delhi. It is requested that such details are finalized in consultation with the RDs/JDs Incharge of your region and the matter may be taken up at your level also to ensure its proper implementation.

**LIST OF HOTELS WHERE ACCOMODATIONS FOR THE PARTICIPANTS HAVE BEEN
ARRNGED ALONGWITH ALLOTMENT OF HOTEL**

1	Hotel Bellvue, 52 -Ring Road, Lajpatnagar III, NewDelhi. Tel. 47771666	
2	Hotel Tajprinces, 15A/25, WEA,Off- Ajmal Khan Road, Karolbagh. Tel:25742200	
3	Hotel Universal Inn, 17A/51, WEA, Ajmal Khan Road, Karolbagh. Tel: 47471012	
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<u>No</u>	<u>Office Name</u>	<u>Hotel</u>
1	AURANGABAD (S.R.O.)	Bellvue
2	COIMBATORE (S.R.O.)	Bellvue
3	TRUNAVALY (S.R.O.)	Bellvue
4	PUDUCHERRY	Bellvue
5	JAIPUR HOSP	Bellvue
6	KERALA	Bellvue
7	SMC, Tamil Nadu	Bellvue
8	GUJRAT	Bellvue
9	VADODARA (S.R.O.)	Bellvue
10	ORISSA	Bellvue
11	JAMMU& KASHMIR	Bellvue
12	BARRACKPORE (S.R.O.)	Bellvue
13	SMC, KARNATKA	Bellvue
14	SMC, KERALA	Bellvue
15	SMC, MAHARASTRA	Bellvue
16	SMC, PUNJAB	Bellvue
17	SMC, WB	Bellvue
18	SMC,ORRISA	Bellvue
19	SMC, UP	Bellvue
20	SMC, RAJASTHAN	Bellvue
21	SMC, BIHAR	Bellvue
22	SMC, JHARKHAND	Bellvue
23	VIJAYWADA (S.R.O.)	Bellvue
24	MUMBAI	Bellvue
25	ERNAKULLAM (S.R.O)	Bellvue
26	SURAT (S.R.O.)	Bellvue
27	BAPU NAGAR HOSPITAL	Bellvue
28	PEENYA (S.R.O.)	Bellvue
29	BOMASANDRA (S.R.O.)	Bellvue
30	Paripally Hospital, Kollam	Bellvue
31	SMC, MP	Bellvue
32	SMC, Chatisgarh	Bellvue
33	SMC, Haryana	Bellvue

34	SMC, Gujarat	Bellvue
35	SMC, Uttrakhand	Bellvue
36	SALEM (S.R.O.)	Taj prince
37	KOLLAM (S.R.O.)	Taj prince
38	SMC, AP	Taj prince
39	UDYOG MANDAL HOSPITAL	Taj prince
40	UTTAR PRADESH	Taj prince
41	THAKURPUKAR HOSP	Taj prince
42	ANDHRA PRADESH	Taj prince
43	VISHAKHAPATNAM (S.R.O.)	Taj prince
44	NACHARAM HOSP	Taj prince
45	BELTOLA HOSP	Taj prince
46	BIHAR	Taj prince
47	JHARKHAND	Taj prince
48	NAMKUM, RANCHI HOSPITAL	Taj prince
49	MADHYA PRADESH	Taj prince
50	CHHATTISHGARH	Taj prince
51	LUDHIANA HOSP.	Taj prince
52	PUNE (S.R.O.)	Taj prince
53	NAGPUR (S.R.O.)	Taj prince
54	THANE (S.R.O.)	Taj prince
55	PUNJAB	Universal
56	CHANDIGARH HOSP	Universal
57	ANDHRI HOSP.	Universal
58	CHENNAI	Universal
59	K.K.NAGAR HOSP	Universal
60	RAJASTHAN	Universal
61	WEST BENGAL	Universal
62	KARNATAKA	Universal
63	HUBLI (S.R.O.)	Universal
64	RAJAJI NAGAR HOSP	Universal
65	ASSAM	Universal
66	PHULWARI SHARIF HOSP.	Universal
67	ADITYAPUR HOSPITAL	Universal
68	LUDHIANA (S.R.O.)	Universal
69	GOA	Universal
70	MAROL (S.R.O.)	Universal
71	MADURAI (S.R.O.)	Universal
72	UDAIPUR (S.R.O.)	Universal
73	VARANASI (S.R.O.)	Universal
74	ROURKELA HOSP	Universal