No. F-23/13/IT/2010-A/cs-II                     Dated: 12-10-2011

To,
All RD/Director/Jt. Director (I/c)
ESI Corporation,
ROs/SROs

Subject:-   Challan reconciliation report based on challan date.

Sir,

I am to inform that a new report has been incorporated into the F&A Reports Module whereby the challan reconciliation report based on the challan date can be generated. The reports would show all the challan generated during a specified period and the date of their generation as well as relizaion. The steps for the generation of challan is attached herewith.

Yours faithfully,

[Signature]

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

वेबसाइट की रेपोर्ट--सूची का प्रदर्शन............
Website Contents Management..............
दातारी सं./Diary No..................
दिनांक/Date.........................
Steps for Challan Reconciliation Report (Based on Challan Date)

Purpose:
This report is essentially to know the challans created during a period and to check whether those challans has been reconciled or not.

Since the report is based on the challan date there won’t be any change in the value when ‘All’ option (Explained below) is selected at any time.

Note: There is different report by name Challan Reconciliation Report (Based on Realized Date), this report will help in checking the challans reconciled during a period based on realized date.

1. Open Mozilla firefox browser
2. Type http://myesic.esic.in in the browser. The Login page is displayed as below

   Welcome to ESIC Employee Portal
   View at ESIC, commit to help our employees by ensuring availability of information while maintaining confidentiality and integrity of data.
   Login Instructions:
   Please use your user credentials to login.
   Best viewed at 1024 x 768 resolution (IE 7 or 6 Mozilla 3.0+)
   ESIC Helpdesk:
   Office Address:
   ESIC Corporation, Panchdham Bhawan, New Delhi - 110 002
   VVIP Helpline: 7001
   Email: helpdesk@esic.in

   ©2010 ESIC. All Rights Reserved.
   All the information in this site is private, privileged and confidential. Users shall refrain from copying, distributing, reusing and/or disclosing the information to any third parties under any circumstances whatsoever.

3. Enter the login Credentials (User Name, Password) and click on login
4. Post Login the user inbox is as below

5. From the application menu click on Finance and accounts
6. The Finance and Accounts application menu are displayed as

7. From the Reports menu ➔ Finance Reports ➔ Challan Reconciliation Report (Based on Challan Date)
8. From the Reports menu → Finance Reports → **Challan Reconciliation Report (Based on Challan Date)**

All → When selected all it will display both reconciled and non-reconciled challans
Reconciled → When selected Reconciled report displays only Reconciled Challans
Non-Reconciled → When selected Non-Reconciled report displays only Non-Reconciled challans.

**Summary-All Option**

**CHALLAN RECONCILIATION REPORT**

Employees' State Insurance Corporation

<table>
<thead>
<tr>
<th>Status: All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status: All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| From Date: 01-Aug-2011  |
| To Date: 31-Aug-2011     |

<table>
<thead>
<tr>
<th>Location: RO - Pondicherry</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35,729,604.00</td>
</tr>
</tbody>
</table>

**Total Amount:** 35,729,604.00
Summary-Reconciled

11/10/2011 6.26 PM

CHALLAN RECONCILIATION REPORT
Employees' State Insurance Corporation

To Date: 31-Aug-2011
From Date: 01-Aug-2011

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RO - Pondicherry</td>
<td>31,937,378.00</td>
</tr>
</tbody>
</table>

Total Amount: 31,937,378.00

Summary-Non-Reconciled

11/10/2011 6.27 PM

CHALLAN RECONCILIATION REPORT
Employees' State Insurance Corporation

To Date: 31-Aug-2011
From Date: 01-Aug-2011

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RO - Pondicherry</td>
<td>3,792,226.00</td>
</tr>
</tbody>
</table>

Total Amount: 3,792,226.00

Note: Sum of ‘Reconciled’ and ‘Non-Reconciled’ will be equal to ‘All’ option.

In similar steps detailed report can also be generated by selecting detail option.