No. F.12/12/1/07-08 -Fin & A/C -I  
Dated: 31st March, 2011

The Director (F.)/Jt. Director (F)/Dy. Director (F)/ Asstt. Director (F),  
Addl. Commissioner/Regional Director/Jt. Director Incharge,  
SSMC/SMC/Medical Superintendent,  
Regional Office/ Sub Regional Office/ E.S.I. Hospital/ Office of SSMC & SMC,  
E.S.I. Corporation,

Subject: Annual closing of Accounts for the year 2010-2011.

Sir,

It is a known fact that new accounting units have been established at many places in the recent past to facilitate smooth functioning of the offices of SSMC, SMC and the Hospitals which is under construction. For this purpose Headquarters office has also permitted officers working in these to operate Bank Accounts.

It has now been noticed that even though the accounting units are in place and funds are being transferred to their respective Bank Accounts and expenditures have also been incurred, the monthly accounts in the prescribed format is not being received in this office. The transactions made by these offices have not been included in the consolidated accounts of the Corporation till date and as a result, we shall not be showing true picture of Income and Expenditure of the Corporation if we prepare the Annual Accounts for the year 2010-2011 without including these transactions.

All the new accounting units, who are not submitting the monthly accounts in the prescribed format to Headquarters Office, specially newly constructed/under construction Hospitals such as Peripalli, Ezicone, Naroda, Sanatnagar etc. are advised to send in the consolidated monthly accounts for the month of March, 2011 by 15th April, 2011 positively, failing which matter shall be placed with the higher authorities.

The accounting units in SSMC/SMC offices are advised to prepare monthly schedule of Receipt and Expenditure in the format prescribed for Branch Offices and send the same to respective Regional Offices for inclusion in the monthly accounts to be submitted by them. Finance and Accounts Head of the Regional Offices should ensure that the receipt and expenditure in respect of SSMC/SMC Offices are included in their monthly accounts in a manner and system followed for Branch Offices in the Region.

Receipt of this letter may be acknowledged.

Yours faithfully,

(K. Rajasekar)
DIRECTOR (FINANCE)

Copy to J.D.(System) with the request to upload in the webfile.