

MOST URGENT  
PLEASE



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**HEAD-QUARTERS OFFICE (ACCOUNTS BR. II)**  
**PANCHDEEP BHAWAN, C.I.G. MARG NEW DELHI - 110 001.**

Website : www.esic.nic.in. Tel No. 23234092-300

NO. F/23/13/Specified Branch/04/A/cs-II

Dated: 08.03.10

**MEMORANDUM**

**Subject : Review of cash balance of Account No. 2 as on 31.3.2010 and to credit the unutilized amount in Account No. 1 (Central) – Account No. (11084230978) on 31.3.2010.**

The Financial Year 2009-2010 is coming to close shortly. As in the previous years, the desirability of keeping minimum balance of cash in hand/cash in bank as on 31.3.2010 is to be ensured.

It may also please be ensured that whatever payments are required to be made to the construction agencies as per the sanctions issued by the Hqrs. Office/R.Ds. and funds remitted therefore to the Regional Office A/c No. 2 are actually paid well before 31.3.2010 so that transactions can be accounted during the current financial year itself. In case any funds transferred by this office are lying in the R.O. A/c No. 2 (Including Revolving Fund Amount) unutilized or is likely to remain unutilized till 31.03.10 same may be assessed and got deposited for credit to the Regional Office, A/c No. 1 on 29.3.2010 and should be remitted to the A/c No. 1 (Central) on Monday the 29<sup>th</sup> March 2010 itself, in addition to the normal weekly remittance due on Saturday.

**NACO Funds including the interest earned in its account should not be clubbed with ESIC Account.**

The above instruction may kindly be gone through carefully and compliance ensured in all respects.

The undersigned has already requested the A.G.M., SBI Main Branch to issue necessary instructions to all link branches for sending weekly remittance on Wednesday the 31<sup>st</sup> March 2010 as a Special remittance in addition to the usual remittance on Saturday.

The receipt of this may please be acknowledged.

**(SUNIL TANEJA)**  
**JT. DIRECTOR (Fin)**

To

All Jt. Director/Dy. Director(Fin.)  
E.S.I. Corporation,  
R.O./S.R.O./Hospitals/O.D.Cs

CC

Regional Director/Joint Director(I/c)/  
SSMC/SMC/Medical Superintendent  
Regional Office/SRO/Model Hospital