



EMPLOYEES' STATE INSURANCE CORPORATION
HEAD-QUARTERS OFFICE (ACCOUNTS BR. II)
PANCHDEEP BHAWAN, COMERADE INDERJIT GUPTA MARG
NEW DELHI - 110 001.

Website : www.esic.nic.in. Tel No. 23234092-300 VOIP 10011117

No: F-23/23/Policy/2012/Accounts-II

Dated: 31.03.2014

To,

**All RDs/JD (I/c), ROs/SROs,
Medical Superintendents/SSMCs.**

Subject: - Reconciliation of ESIC A/c. Nos I & II - regarding.

Sir/Madam,

One of the prime duties enjoined on the part of Finance of regional units is to prepare Bank Reconciliation Statements and reconcile the balances in ESIC A/c Nos I and II every month and to send a report to this office promptly. Further they have to take up cases of missing credits and excess debits in the bank accounts with the bank branch concerned in right earnestness, by making personal visits since unreconciled entries have deeper ramifications or impropriety.

It is however, seen that some Accounting Units are not preparing the bank reconciliation statements timely. Hqrs. office time and again has been reminding the defaulting units (R.O. Baddi, R.O.Chandigarh (U.T), R.O. Raipur, Hospital Kollam, Hospital Ramdarbar, Hospital Adityapur, Hospital Bhiwadi, SSMC Punjab & SSMC Ahmedabad) to reconcile the bank accounts with their cash books and send the requisite report to this office. It is informed that serious errors of omissions and commissions in respect of some accounting units are noticed by this office, which could result in the officers concerned personally responsible for the negligence/lapse.

Hence, it is once again requested that the Heads of Finance concerned may kindly be advised to prepare the bank reconciliation and to take up the errors of missing credits or excess/erroneous debits to the bank accounts with bank branch concerned. If found necessary, RD/Director/JD(I/c)s or MS of the hospitals should liaise with the banks to settle the issue promptly. A report of the bank reconciliation completed up to March, 2014 may be sent to Hqrs. Office not later than end of the April, 2014.

Yours Faithfully,

(A.S MEERAN)

ADDL. COMMISSIONER (FIN.)

Copy to: 1. All JD(Fin.)/DD (Fin.)/AD (Fin.) for strict compliance.
2. ~~System Division~~ with the request that the circular may please be uploaded on the website.

WEM

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