



वित्त एवं लेखा प्रभाग/ FINANCE & ACCOUNTS DIVISION  
कर्मचारी राज्य बीमा निगम/ EMPLOYEES' STATE INSURANCE CORPORATION  
पंचदीप भवन, / PANCHDEEP BHAWAN  
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THROUGH EMAIL & WEBSITE ONLY.

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

Dated 20.02.2014

To

- (1) All Director (Fin)/ Joint Director (Fin)/ Dy Director (Fin)/ Asstt. Director (Fin)
- (2) All Regional/ Sub-Regional Offices/ ESI Hospitals /Director (Medical) Delhi, /NOIDA/NTA/ESIMCH, GULBARGA

**SUB: HOLDING OF ONE DAY TRAINING OF FINANCE OFFICERS.**

Sir,

Accounting system in ESIC has been changed from the year 2012-13 and current financial year 2013-14, being second year of change over; accounting units are facing few transitional problems in the new system. Further, keeping huge pending internal and external audit paras are also adversely commented upon by Audit. Hence, with the dual object of addressing the transitional issues in new accounting system , ensuring smooth closing of accounts for the year 2013-14 and settle the pending audit paras, Financial Commissioner has accorded approval for conducting one day training programme of Finance Officers as per the following schedule :-

Sl.	Venue	Zone	Participating Offices	DATE/ DAY
1	NTA, NEW DELHI	NORTH	<b>ESIH-</b> BASAIDARAPUR, JHILMIL, NOIDA, OKHLA, ROHINI, BADDI, MANESAR, J&K, CHANDIGARH, LUDHIANA, FARIDABAD, BHIWADI, JAIPUR, GURGAON, D(M)D,F(W)P, <b>RO/SRO-</b> A.P., DELHI, HIMACHAL PRADESH ,FARIDABAD, J&K, CHANDIGARH, PUNJAB, JAIPUR, KANPUR, UTTARAKHAND, NOIDA, ROHINI, GURGAON, JALANDHAR, LUDHIANA, UDAIPUR, LUCKNOW, OKHLA, VARANASI, JODHPURE, AMBALA, <b>HQRS,NTA,</b>	03/03/14 (MONDAY)
2	RO, KOLKATA	EAST	<b>ESIH-</b> BELTOLA, PATNA, ADITYAPUR, RANCHI, ROURKELA, JOKA, <b>RO/SRO-</b> ASSAM, PATNA, RANCHI, MEGHALAYA, NAGALAND, ORISSA, TRIPURA, W.B., BARRAKPORE, DURGAPORE.	07/03/14 (FRIDAY)



3	RO, CHENNAI	SOUTH	ESIH - NACHARAM, SANATHNAGAR, PEENYA, RAJAJINAGAR, EZUKONE, ASHRAMAM, PARIPALLI, UDYOGMANDAL, TIRUNVELLI, KK NAGAR, RO/SRO - BANGALORE, KERLA, PONDICHERY, CHENNAI, VIJAYWADA, VIZAG, BOMMASANDRA, HUBLI, PEENYA, ERNAKULAM, KOLLAM, COIMBATORE, MADURAI, SALEM, TRINELLVELI, GULBERGA, KOZIKODE, MYSORE, MANGALORE, TRIVENDRUM GULBERGA(EHIMCH),	14/03/14 (FRIDAY)
2	SRO, MAROL. Mumbai	WEST	ESIH - BAPUNAGAR, NARODA, INDORE, ANDHERI, VAPI, RO/SRO-GOA, GUJRAT, INDORE, MUMBAI, SURAT, VADADORA, AURANGABAD, MAROL, NAGPUR, PUNE, THANE, NASIK, RAIPUR,	21/03/14 (FRIDAY)

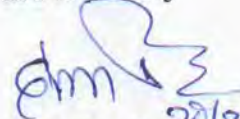
This training will be attended by head of Finance & Accounts Branch of all the accounting units except the finance officer who is due to retire by June' 2014. In such cases, the head of the accounting unit may nominate one suitable officer.

This training will be focused on key issues in closing of accounts like adjustments, provisions, scrutiny of monthly accounts, bank reconciliation, accounting of closing stock, classification of expenditure, Depreciation and other items as raised by the participating units.

This is a mandatory training and no exemption will be granted from attending the same. All accounting units are requested to send their queries in advance through email to [fa1-hq@esic.in](mailto:fa1-hq@esic.in), [hementkr.pandey@esic.in](mailto:hementkr.pandey@esic.in) by **02/03/2014**, so that such issues could be discussed with other units also. All accounting units are required to send nomination to the host units directly with copy to undersigned. Boarding and lodging will be arranged by the host unit.

**This is issued with approval of Additional Commissioner (Fin).**

Yours faithfully

  
(H K Pandey) 20/2/14  
Deputy Director (Fin)

Copy to:-

1. Commissioner, NTA / Addl. Commissioner-cum-Regional Director, Regional Office, Kolkata, Chennai/ Director I/c, SRO, Marol, Mumbai with the request to make suitable arrangement for the training.
2. Deputy Director (WCM) for uploading the letter on website.