



EMPLOYEES' STATE INSURANCE CORPORATION
HEAD-QUARTERS OFFICE (ACCOUNTS BR. II)
PANCHDEEP BHAWAN, COMERADE INDERJIT GUPTA MARG
NEW DELHI - 110 002..
Website : www.esic.nic.in. Tel No. 23234092-300

F.No. F-23/13/SMC Offices/2010-Acts.II

Dated : 27.8.2010.

MEMORANDUM

Consequent upon the decision to allow SSMC/SMC Offices to function as a separate accounting unit & sanction of staff/officers vide Hqrs. Sanction Memo. No. U-16/18/1/SMC/09-Med.I dated 14.7.2010, all concerned offices are hereby allowed to open separate ESIC A/C No. I & II . Following guidelines have therefore been formulated as approved by the Financial Commissioner in this regard:-

1. The SSMCs office shall open both Account No.1 as well as Account No.2 which will be known as ESIC Account No.1 (or 2 as the case may be, SSMC Office-----
----(Name of the region).
2. The accounts will be opened only with the State Bank of India, preferably with a branch other than the one where the RO/SRO concerned is having the account, in order to avoid any possibility of mix-up of the transactions.
3. These Accounts will be operated only for the transactions/bills processed by the SSMC/SMCs Offices and shall not in any case be used for any transactions relating to the Regional Office/SROs.
4. No salary bills or any personal claims in respect of staff (including staff posted in SSMC/SMC offices) be processed in the SSMC/SMC office as it will be done by the RO/SRO concerned who will take care of such administrative matters in respect of the staff.
5. ESIC Account No.1 will not be operated for crediting of Revenue etc but only for any remittance made by SSMC Office originating from the work under their purview.
6. The DD(F)/JD(F) of the SSMC office shall be responsible for maintenance of separate cash book in respect of these accounts and also to reconcile the transactions from time to time as per the existing instructions issued by the Hqrs. in respect of RO/SRO.
7. The SSMC/SMC's offices will prepare a separate budget for the financial year 2010-11 onwards, relating to the expenditure for their field of activity.
8. All other instructions and the conditions contained in the banking arrangements made with the SBI will apply.

Accordingly the SSMC/SMC offices concerned may forward the duly filled in application forms for opening of ESIC A/C No..1 & 2 , SSMC/SMC office for being processed at Hqrs. Office.



(R.Keshavadas)
Joint-Director Finance

All SSMC/SMC Offices
ALL RDs/JD (I/c)