



HEAD-QUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHA WAN: CIG MARG: NEW DELHI

No.F-13/15/2/2004/A/c-I

Dated: 29.9.2014

**MEMORANDUM**

Subject: Preparation of Budget Estimates for 2015-16 and Revised Budget Estimates for 2014-15

**Sub: Clarification for submission of RE 2014-15 and BE 2015-16**

Sir,

Kindly refer to the revised format of Budget circulated vide letter no. even dated 17.09.2014 followed by video conferencing held on 26<sup>th</sup> Sept' 2014. As per the discussion held during the video conferencing, the head wise clarification is as follows:-

1. **EMPLOYEES COST** :- The budget is to be demanded in the following heads :-

ESTABLISHMENT EXPENSES (A-Suptd.) (Separately for Group- A,B,C & D)	RE 2014-15	BE 2015-16
	₹ In Lakhs	₹ In Lakhs
a) Salaries and Wages		
b) Allowances		
c) Bonus		
d) Staff Welfare Expenses		
e) ESIC share of New Pension Scheme		
f) ESIC share of GSLIS		
g) Contractual Employees		
<b>TOTAL</b>	-	-

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ESTABLISHMENT EXPENSES (B-Field work) (Separately for Group- A,B,C & D)	RE 2014-15	BE 2015-16
	₹ In Lakhs	₹ In Lakhs
a) Salaries and Wages		
b) Allowances		
c) Bonus		
d) Staff Welfare Expenses		
e) ESIC share of New Pension Scheme		
f) ESIC share of GSLIS		
g) Contractual Employees		
<b>TOTAL</b>	-	-

Explanation:-

- a) Salary and wages will include pay in pay band, grade pay only.
- b) Allowances will include all allowances and will include leased accommodation to employees. But this will **NOT** include (i) TA on Tour Including Conveyance and (ii) TA on Transfer Including Conveyance Allowance.
- c) Staff welfare expenses will include: - Recreation club grant, Canteen expenses, liveries, sports meet expenses, purchase of towel for staff, purchase of briefcase, retirement memento. (This head was earlier Amenities to Staff in Administrative Expenses Head). Account head for this head will be -Amenities to staff only.
- d) ESIC share of New Pension Scheme - 10 % ESIC share of NPS Contribution.
- e) ESIC share of GSLIS- 2 % ESIC share of annual contribution.
- f) Contractual Employees - expenditure on contractual employees is to be demanded under this head.
- g) Remuneration to Medical Referee shall be booked as per existing practice.
- h) 4 (Four) separate formats Group A, B, C & D employees is to be submitted for both A-Suptd. And B-Field work.

## 2. OTHER ADMINISTRATIVE EXPENSES

SCHEDULE 22 OTHER ADMINISTRATIVE EXPENSES	RE 2014-15	BE 2015-16
	₹ In Lakhs	₹ In Lakhs
a) Electricity and power		
b) Water charges		
c) Insurance		
e) Rent, Rates and Taxes		
f) Vehicles Running and Maintenance(Including Hire Charges)		
g) Postage, Telephone and Communication Charges		
h) Printing and Stationary		
<b>i) Travelling and Conveyance Expenses</b>		
a) Corporation /Standing Committee/Regional Board/Local Committee		
b) Others (ESIC Employees)		
j) Expenses on Seminar/Workshops		
k) Subscription Expenses - periodicals		
l) Audit fees		
m) Legal Charges		
n) Insurance Courts		
o) Contribution to ISSA & other international organisations		
p) Housekeeping expenses		
r) charges for maintaining bank accounts & other bank charges		
s) losses		
t) Repairs and Maintenance -Computers & Others		
u) Recruitment expenses		
v) Revenue recovery Cell		
w) Advertisement and Publicity		
x) Watch & Ward		
y) Training		
z) Miscellaneous		
aa) Repair & Maint. of office Building & staff qtrs.		
ab) Depreciation		
<b>TOTAL</b>		

Explanation:-

- a) Travelling and Conveyance Expenses- Under this head TA expenses to Members of Corporation /Standing Committee/Regional Board/Local Committee is to be booked.
- b) Others-will also include include (i) TA on Tour Including Conveyance and (ii) TA on Transfer Including Conveyance Allowance.
- c) Expenses on Seminar/Workshops- Budget under this head will include expenditure on Official meetings, Suvridha Samagam, Conferences etc. At present these expenditure are booked under the head "Miscellaneous." The accounting head for this purpose for the year 2014-15 is -"Miscellaneous", actual expenditure shall be booked under the account head-"Miscellaneous", but separate detail of these heads shall be maintained by accounting units and the same shall be submitted with March (Final)' 2015 accounts also.
- d) Printing of Hindi magazine / other publication- Budget for the same shall be proposed under the head "Printing and Stationary". The accounting head at present is Miscellaneous. actual expenditure shall be booked under the account head-"Miscellaneous", but separate detail of these heads shall be maintained by accounting units and the same shall be submitted with March (Final)' 2015 accounts also.
- e) Repair & Maint. of office Building & staff qtrs. - Budget under this head is to be proposed to PMD Branch as per their letter no. Pt.F.No. F-28/11/1I11Budget/08-09-PMD dated: 25/09114.
- f) Depreciation on office equipment, Furniture & Fixture, Computers, Books, and Vehicles is to be proposed here.
- g) ) Repairs and Maintenance -Computers & Others- Repair & maintenance of office equipment, Furniture & Fixture, Computers, Books is to be proposed here. However purchase of these items including vehicle must **NOT** be proposed here. A separate proposal for the same is to submitted.

### 3. CAPITAL EXPENDITURE :-

Sl No	Particular	RE 2014-15	BE 2015-16
		In Lakhs	In Lakhs
1	Vehicle		
2	Office Equipment		
3	Furniture & Fixture		
4	Computers		
5	Books		
6	Medical Education Aid		

Explanation: under these heads only purchase is to be proposed.

All the accounting units are requested to follow, above guideline and submit, budget on or before the due date to E-VI for timely completion of the work.

Yours Faithfully

*Sunil Taneja*  
29.9.14

(Sunil Taneja)  
Director (Fin)

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