



URGENT

HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. MARG, NEW DELHI-110002
Website : www.esic.nic.in, Tel/Fax- 011-23217936; VOIP- 10011117

C I R C U L A R

No. F-23/18/11/D/M/2009-A/cs.II

Dated : 09.12.2014

To

All Regional Director / Jt. Director (I/c),
Medical Supdt./D(M)D/DM (Noida),
E.S.I. Corporation,
Regional/Sub-Regional Office/Hospitals/Med. College.

Sub : Revision of Daily/Monthly withdrawal limits of Branch Offices as well as enhancement of automatic transfer of fund to units - reg.

Sir,

Reference is invited to this office letter of even No. dated 8th September, 2009 wherein the procedure for revision of limit of branch offices as well as enhancement of automatic limit of RO/SRO/Hosp. once in a year has been brought out.

In view of the above all the field offices are requested to kindly send the proposal immediately in the following format to enable us to revise the limit and to inform State Bank of India, New Delhi Main Branch for automatic transfer of fund to the various field units. **The revised limit would be made applicable from 1st April, 2015. The required details should be submitted before 15th January, 2015 in the format given below for both Units & Branch Offices by Speed Post or on the Mail i.e. ashok.verma68@esic.in or sandipk.mallik@esic.in.** For proposed/enhanced limit, average expenditure for the last 6 months/ 1 year of each of branch Offices/RO/SRO/Hosp. is a guiding factor. Even if, there is no variation in the limits, the particulars may also be submitted.

While working out the limits, it may also please be ensured that decrease of the fund requirements in the Branch Offices and increase in the ROs/SROs on account of Batch processing of PDB/DB payments, is taken into consideration where such process has been started. It may be kept in mind that once the limit is fixed/revised it will be maintained for entire calendar year without any upward/downward revision.

FORMAT

For R.O./SRO/Hosp./Medical College

Name of the office	Bank Branch with	code no.	A/c. No.	Average expenditure (last 6 months/1year)	Present limit		Proposed limit		Reason for variation
					1 st Instalment	2 nd Instalment	1 st Instalment	2 nd Instalment	

FOR BRANCH OFFICES.

Name of the office	Bank Branch with	code no.	A/c. No.	Average expenditure (last 6 months/1year)	Present limit		Proposed limit		Reason for variation
					Daily	Monthly	Daily	Monthly	

The present & proposed limit shall be got vetted from accounts before submitting to Hqrs. Office.

वेबसाइट की विषय-सूची का प्रबंधन.....
Website Contents Management.....
डाटाई नं./Diary No. 831.....
Date 9/12/14.....

Yours faithfully,

(A.K. VERMA)
Dy. Director (Fin.)

- Copy to:-
1. All Dy. Director/ Asstt. Director (Fin.) for necessary action.
 2. W.C.M. for uploading the same on the ESIC website.