



**HEADQUARTERS OFFICE**  
**EMPLOYEES STATE INSURANCE CORPORATION**  
**"PANCHDEEP BHAWAN" C.I.G. MARG: NEW DELHI.**

No. F-21/18/11/2003 Account-VIII

Date-12/12/2014

To,

All R.D/Director(i/c) Jt. Director(i/c)  
/Medical Suptd./Director(M) Delhi  
RO/SRO/ESIC Hospitals  
ESI Corporation.

**Sub:- Submission of monthly GPF Schedules.**

Sir,

1. It has been observed that some accounting units are included the amount of deposit linked Insurance Scheme with the amount of final payment of GPF ( In death case ) in monthly GPF schedule which is wrong. The said amount must be booked in other head of accounts i.e. "Administrative Expenditure" and not to be mentioned in monthly GPF schedule.

Therefore it is requested that in future the amount/Payment of Deposit Linked Insurance Scheme is not be include in monthly GPF Schedule.

2. Further, it to be noted that salary for the month of March-2015 and Contribution of GPF deduction there on will be shown in monthly GPF Schedule for the month of March-2015 only i.e. in financial year 2014-2015.

Strict compliance of the instructions may be made and kindly acknowledge the receipt of this letter.

This issue with the approval of Director (Finance)

Yours faithfully,

(RAM PRASAD)  
**DY. DIRECTOR (FIN.)**  
**For DIRECOTR (FIN.)**

वेबसाइट की विषय-सूची का प्रबन्धन.....  
Website Contents Management.....  
हाथी सं./Diary No. 044  
दिनांक / Date 12/12/2014