



HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: COMRADE INDERJIT GUPTA MARG
NEW DELHI-110001

Website : www.esic.nic.in Tel No. 23234092-300
Fax- 011-23217936

C I R C U L A R

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

Dated : 29.09.2010

To

All Regional Director / Jt. Director (I/c), Medical Supdt.,
E.S.I. Corporation,
Regional/Sub-Regional Office/Hospitals.

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

Sir,

A reference may kindly be made to this office letter of even No. dated 8th September, 2009 wherein the procedure for revision of limit of branch offices and enhancement of automatic limit of R.O./SRO/Hosp once in a year **commencing from January 2011**. Additional requirement will be met by transfer of fund based on the demand made by the units from time to time on mail provided i.e. jd-f2@esic.nic.in.

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 the NDMB of State Bank of India New Delhi for automatic transfer of fund to the various field units. **The revised limit would be made applicable from 1st January, 2011. The required details should be submitted before 30th October, 2010 in the format given below.** For proposed/enhance limit, Average expenditure for the last 6 months/ 1 year of each of branch Offices/R.O./SRO/Hosp. is a guiding factor. Even there is no variation in the limits, the particulars needs to be submitted so as to inform the New Delhi Main Branch for automatic transfer of funds.

FORMAT

Name of the office	Bank Branch with	code no.	A/c. No.	Average expenditure (last 6 monhts)	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.

Yours faithfully,

(R. KESHAVADAS)
Jt. Director (Fin.)

System Division for uploading on the website.