HEAD-QUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN : C.I.G MARG: NEW DELHI
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MEMORANDUM

Subject: Preparation of Budget Estimates for 2012-13 and Revised Estimates for 2011-12 - Reg

The work relating to the preparation of the Budget Estimate 2012-13 and Revised Estimates for 2011-12 of the Corporation has fallen due. In this connection, J.Ds(I/C), R.Ds/Director(M) Delhi/Noida etc. may please refer to the procedure laid down vide this office memorandum No.F-16/13/83.E.II dated 05/03/84 and F-16/13/87.E.II dated 23/07/87, and are requested to please start the work immediately if not already done. The action on the points which are given below for their guidance for preparation of Budget Estimates are taken into consideration before submission of the estimates to Hqrs. Office:

1. Instead of preparing the nominal roll for each employee the estimates of pay may be calculated for each category of posts in the proforma given in Annexure-I (enclosed with this office memorandum No.F-16/13/84-E.II dated 05/03/84). The information required for this purpose will be:

   (i) Number of employees in position as on 31st July of the year for which revised estimates are being considered.
   (ii) Average monthly rate of increment (this is given in Annexure-III enclosed with this office memorandum No.F-16/13/87.E.II (B) dated 23/07/87).
   (iii) Total pay for July (this is readily available in the region).

2. In regard to new posts/the posts likely to be filled in during the remaining part of the year, the proforma in Annexure II (enclosed with this office memorandum No.F-16/13/83.E.II (B) dated 05/03/84) shall be adopted. This proforma contains:

   (i) Number of posts likely to be filled up;
   (ii) Average pay per month category-wise; and
   (iii) Number of months for which the new post(s) are likely to remain filled up.

Contd. 2/-
The provision of pay and allowances of additional staff on account of implementation of scheme for which the provisional approval of principal officers is not possible on account of shortage of time should be made on the basis of the extension of the scheme approved by P&D Cell at Hqrs. Office and in such cases where provision of a post(s) is made without prior approval of Hqrs. office full justification should be given in the forwarding letter.

3. In regard to contingent charges, a schedule in support of the provision under each sub-head specifying the basis of calculation may invariably be attached with estimates. For example, if provision is suggested under the head “Steel Almirah”, the schedule should show the number of Almirahs required according to yardstick, the number in stock, the balance number required, the purchase price, incidental charges and total amount provided. The supporting schedule should be exhaustive as to capable of independent check and verification. The forms incorporated in the Manual of Audit and Accounts Vol.II complete the requirements relating to above.

4. While preparing the estimates INCLUDING THOSE UNDER “ADVANCE” instructions contained in chapter XXI of the Manual of Audit and Accounts Vol.I may please be followed carefully.

5. A statement showing the details of additional staff for which provision is made in the estimates on accounts of further implementation/increases in work load should also be sent as an Annexure to the Explanatory notes indicating interalia the provision made therefore, as under:-

(i) DETAILS OF ADDITIONAL POSTS (OFFICE-WISE) DATE FROM WHICH PROVISION IS MADE

A. SUPERINTENDENCE
2011-12 2012-13

B. FIELD WORK
2011-12 2012-13

OFFICER
Pay
Allowance

CLASS III STAFF
Pay
Allowance

CLASS IV STAFF
Pay
Allowance

TOTAL PAY AND ALLOWANCE
The provision of pay and allowances in respect of additional staff is not to be included with the budget provision of existing staff but it should be shown separately.

(Details to be given under sub-head of allowances also. The Accounts Officers/Deputy Accounts Officers should also please check these thoroughly and offer their comments.)

6. The heads of accounts may be taken in correct serial order in accordance with the third addition of List of Major and minor Heads of accounts issued recently and all heads/sub-heads must be provided in the estimates, even if the information is ‘NIL’ under some heads.

**The supporting schedules for Pay and Allowances need not be sent with the estimates to Hqrs. Office.**

7. Heads and figures typed in single space create much confusion. **As such it is requested that the figures of estimates may be got typed in double space.**

8. It may be ensured that budget and revised estimates under the head “PENSION RESERVE FUND” are framed and indicated in the concerned statements at the proper places. Estimates with regard to “ACTUAL PAYMENTS” under the head “PENSION RESERVE FUND” are also to be submitted as usual.

9. So far as the revised estimates under “Administrative Expenses” for the current financial year concerned, the Regional Director etc. should please ascertain the actual upto the end of July 2011 (4 months) from the Accounts Branch and fresh estimates should be prepared for the period from 1st August 2011 to 31st March 2012. For Pay and Allowances actual upto July 2011 (5 months) only be obtained and fresh estimates should be prepared for the period from 01.08.2011 to 28.02.2012.

10. Estimates of receipts for the year 2011-12 and 2012-13 under the following heads should be sent to this office.

   i) Advance of Pay on transfer
   ii) Advance of TA on transfer
   iii) Advance for purchase of motor conveyance
   iv) Advance for purchase of other conveyance

Contd. 4/-
The following statement along with the other supporting schedules are invariably to be sent to Hqrs. Office with the Budget material in r/o Administrative Expenditure.

i) Statements' showing the additional staff to be sanctioned on account of further implementation/increased workload and separate pay and allowances in r/o each category.

ii) Statement showing the sanctioned strength of each cadre under A-Superintendence and B-Field work as on 1/4/2011, 1/4/2012 and likely to be as on 1/4/2013.

iii) Statement regarding actual payments of Pension and Gratuity under the head Pension Reserve Fund.

iv) Statement showing receipts under various heads mentioned in para 10 above.

Attention is also invited to para 419 of Manual of Audit and Accounts vol. I and it is once again emphasized that R.Ds etc. may please ensure that the two copies of the estimates under Administrative Expenses and Advances etc. are furnished by them to Regional Accounts Officer by the 25th August, 2011 positively and the date of 5th September 2011 for submission to Hqrs. Office be strictly adhered to by Regional Accounts Officer.

It is also submitted that the above Budget proposals may also be submitted through the WIPRO ERP Software.

The receipt of this memorandum may please be acknowledged.

(SUNIL TANEJA)
JOINT DIRECTOR

To

1. All Regional Directors, ESI Corporation
3. All Jt. Directors (I/C), SROs / Director SRO, Pune
4. All Medical Superintendent, ESI Hospitals / ESI Model Hospitals (for advances)
5. Dir(Medical) Delhi / Dir (M) Noida / Director (FW Project), Basaidarapur, New Delhi (for advances).
6. All Jt. Directors (Fin.)/ Dy.Director (Fin.), ESI Corporation.
7. Joint Director (Systems), Hqrs. Office for placing in the website.