



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

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

Dated : 5.4.2010

To

The Director/J.D./D.D./ARD (Fin.)
All Regional and SRO Offices,
All M.S. Offices of the Model Hospitals,

Sub : New Format of accounts - reg.

Dear Sir,

Kindly recall the discussions we had during our workshop held recently for improving the accounting skill of the personnel working in Finance & Accounts Branches. During our workshop I have elaborately discussed about new format of accounts. I have also specifically advised one and all that the new format of accounts with formula would be uploaded into our web-site and this should be adhered to from 1.4.2010 onward for compiling our monthly accounts. Accordingly it has now been uploaded and you are advised to prepare all your ledgers i.e. compilation register and consolidation register in the new format to prepare the accounts correctly in the new format.

As discussed and deliberated in the class there is no necessity for sub-total, total, gross totals, progressive balances etc. What is need to be done is only debiting / crediting the particular 'detail heads of account' and all the totals would follow automatically. Care should be taken to book the expenditure only under the 'relevant detail heads'. Another important change is that the total will come on the top of the group and not in the bottom.

Yours faithfully,


(K.Rajasekar)
Director (Fin.)

Copy to:

1. All A.Cs/R.Ds/Directors/J.D. (I/c) / M.S. of the Hospitals for kind information. As we are switching over from manual format to electronic format necessary logical support may kindly be extended to the finance personnel.

2. Jt. Director (Sys.) with a request to upload the following letter in our ESIC web-site.

(K.Rajasekar)