CIRCULAR


To

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

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 R.O./SRO/Hosp once in a year has been brought out. Additional requirement, if any, will be met by transfer of fund based on the demand made by the units from time to time (now through Online ERP Module).

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, 2012. The required details should be submitted before 30th October, 2011 in the format given below. For proposed/enhanced limit, average expenditure for the last 6 months/1 year of each of branch Offices/R.O./SRO/Hosp. is a guiding factor. Even if there is no variation in the limits, the particulars may please be submitted. It may be kept in mind that once the limit is fixed it will be maintained for entire calendar year without any upward/downward revision.

**FORMAT**

**FOR R.O./SRO/Hosp.**

<table>
<thead>
<tr>
<th>Name of the office</th>
<th>Bank code</th>
<th>A/c. no.</th>
<th>Average expenditure (last 6 months)</th>
<th>Present limit</th>
<th>Proposed limit</th>
<th>Reason for variation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>1st Instalment</td>
<td>2nd Instalment</td>
<td>1st Instalment</td>
<td>2nd Instalment</td>
</tr>
</tbody>
</table>

**FOR BRANCH OFFICES.**

<table>
<thead>
<tr>
<th>Name of the office</th>
<th>Bank code</th>
<th>A/c. no.</th>
<th>Average expenditure (last 6 months)</th>
<th>Present limit</th>
<th>Proposed limit</th>
<th>Reason for variation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Daily</td>
<td>Monthly</td>
<td>Daily</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

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

Yours faithfully,

(R. Keshavadas)
Jt. Director (Fin.)