



HEAD-QUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN: C.I.G MARG: NEW DELHI  
(ISO 9001:2008 CERTIFIED)  
Email: [jd-admin2@esic.nic.in](mailto:jd-admin2@esic.nic.in)

No. F-16/13/2014-EVI-Vol.I

Dated : 18.2.2014

**MEMORANDUM**

**Subject: Statement of Scrutiny of Expenditure against allotment of funds for the year 2013-14.**

Regional Directors/Jt.Directors (I/C) etc. are informed that as per para 446 and 450 of the Manual of Audit & Accounts Vol-I the re-appropriation of funds position for the year **2013-14** in respect of 2-Administrative Expenditure is required to be submitted to the Director General for final re-appropriation orders before **31/03/2014 positively** and extension beyond this date is not allowed in any circumstances. In view of this the work of scrutiny of Expenditure for the year **2013-14** may please be taken in hand immediately so that the statement of scrutiny of expenditure is sent to Hqrs. office by the date as prescribed.

In this connection, it is emphasized that statement should be prepared under the budget Heads and not under the Accounts heads. Sufficient care should also be exercised in giving estimates of expenditure for the month of **March'2014** so that there may be no scope for abnormal savings/surrender and variation etc., after close of the financial year. The estimates should not be prepared on adhoc or proportionate basis, but taking into accounts of definite items of expenditure, which are to be incurred during the month of **March'2014**.

The R.Ds etc are requested to personally ensure that the instructions in regard for preparation of the said statement are carefully read and followed while preparing the statement to be forwarded to this office so as to reach this office latest by **5<sup>th</sup> March positively**.

It is also intimated that if the reply from your region is not received positively upto **5<sup>th</sup> March' 2014**, the Revised allotment of funds will be treated as final. This date shall not be extended under any circumstances.

**The receipt of this Memorandum may please be acknowledged.**

( M. Nanda )  
Dy. Director

**For JOINT DIRECTOR-II**

To

1. All Regional Directors/Director, SRO, Pune/Jt.Directors (I/C), SROs / NTA, Dwarka, Delhi.
2. All Med. Supdtts / Director (M), ESI Hospitals / ESI Model Hospitals ( For Advances )
3. W.C.M, Hqrs. Office for placing in the website.

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Website Contents Management.....  
डाकरी सं./Distry No.....286.....  
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