No. Z-11/12/5/Misc./2011/MSU Dated -09.03.2011

To

The R.D./J.D.I/c,  
R.O./SRO/ESO Hospital/ 
Directorate (Medical)Delhi/Directorate(Medical)NOIDA/ 
Office of SSMC & SMC/ 
NTA/ Dental College, 
ESI Corporation.

Subject: Commitments on the eve of inaugural function of ESIC Diamond Jubilee year 2011-12 on 24/02/2011 at Vigyan bhawan, New Delhi – reg.

Sir,

Kindly refer to letter bearing no. Diamond jubilee2011-12/Bft I & II dt. 24/02/2011 on the above subject. The commitments made by the Director General during the Diamond Jubilee Celebration have been put on record in the form of pledge and accordingly the matters pertaining to benefit Branch have been put in four points as per the letter enclosed.

There are in all four tables A, B, C and D whereby the information as called for must invariably be sent on weekly basis for monitoring at the Benefit as well as MSU Br.

After the commitments having been made on 24/02/2011, the first weekly report is already due by 04/03/2011. But no response from your end has been received. Accordingly, I am sending the Hqrs.’ letter through e-mail for urgent compliance so that by 11/03/2011 i.e. next friday, the compliance in respect of the information as sought for in the four tables could be seen and placed on record before the appropriate higher authority.

Yours faithfully,

(S. GHOSH)  
DIRECTOR (MSU)  
e-mail: dir-msu@esic.nic.in  
Ph No. : 23235778
No. Z-11/12/5/Misc./2011/MSU Dated -09.03.2011

To

The R.D./J.D.I/c,
R.O./SRO/ESO Hospital/
Directorate (Medical)Delhi/Directorate(Medical)NOIDA/
Office of SSMC & SMC/
NTA/ Dental College,
ESICorporation.

Subject: Disposal of the bills – proforma regarding – commitment of the Corporation in Diamond Jubilee celebration

Sir,

The commitments made by the Director General on dt. 24/02/2011 at Vigyan Bhawan during Diamond Jubilee Celebration of the ESICorporation includes specific commitment for clearance of all types of bills within 10 days through ECS.

Further, computerization of monthly and annual accounts have also been pledged. Director (Finance) has written the letter in this connection to the Field Offices earlier. In continuation the above, MSU Br. in Hqrs. Office have devised the following proforma in consultation with the Director (Finance) to monitor the progress made.

I.

**PROFORMA - I**

_Proforma in respect of payment made to the Third Parties._

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills admitted towards payment to the I.Ps.</td>
<td></td>
</tr>
<tr>
<td>Bills admitted in respect of employees and officers.</td>
<td></td>
</tr>
<tr>
<td>Bills admitted towards Third Parties.</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. No. of bills out of total bills – cheque/cheques issued alongwith reasons: 

2. Steps taken to avoid issue of cheques.

The above information shall be submitted periodically by the 5th of every month indicating the position of previous month. Information must be sent through e-mail addressed to Director (MSU) in his e-mail ID dir-msu@esic.nic.in

II.

PROFORMA - II

Proforma showing stages of settlement of bills

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total no. of Bills received.</td>
<td></td>
</tr>
<tr>
<td>Total No. of Bills settled within 10 days.</td>
<td></td>
</tr>
<tr>
<td>The bills remains not settled within 10 days and reasons therefore.</td>
<td></td>
</tr>
<tr>
<td>Action taken to streamline the settlement within the committed period of 10 days.</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Settlement of 10 days means - the bills received in ESIC and the date of making payment by the office.

The above information shall be submitted on 15th of every month indicating the position of the bills received at the end of the last calendar month and cleared upto 10th of the current month i.e. the month of reporting.

Report should be sent through e-mail addressed to Director (MSU) in his e-mail ID dir-msu@esic.nic.in.

III.

In the matter of computerization of monthly and annual account following points may be kept in view:
A circular has already been issued by the Director (F) to all Field Offices to submit the availability and/or non-availability of infrastructural support/facilities to carry out the financial function through ERP Module. The information may be submitted in the following format:

**COMPUTERIZATION OF MONTHLY AND ANNUAL ACCOUNT**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>System (1)</th>
<th>Printer (2)</th>
<th>Networking (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In respect of R.O./SRO/ Div. Off./M.S Branch Office</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(a) In respect of column No. 1 and 2 No. of systems available as against demand/requirement to be indicated.

(b) In respect of Column 3, No. of Systems connected to network needs to be mentioned.

(c) Individual Br. Office /Field formation-wise details need to be furnished to take up the matter of additional supply from WIPRO to the respective location wherever needed.

The above information must be sent by 25th March, 2011 through e-mail addressed to Director (MSU) in his e-mail ID dir-msu@esic.nic.in.

Yours faithfully,

(S. GHOSH)
DIRECTOR (MSU)

Ph No. : 23235778

Copy to:
A.C.(System) with the request to upload the letter in the website.

DIRECTOR (MSU)