



HEADQUARTERS OFFICE,
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG,
NEW DELHI-110002 : TELEPHONE & FAX NO.011-23234336

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

Dated: 16th August, 2010

The Director (Fin.)/J. D. (F)/D. D. (F)/ A. D. (F),
All Regional and Sub Regional Offices,
All ESI Hospitals, National Training Academy, Directorate (Medical) Delhi.

Subject: Submission of monthly accounts from April 2010 onwards through e-mail.
Sir,

Please refer to this office letter of even No. Dated 05.04.2010, 18.05.2010 and 16.07.2010, uploaded in the esic website at S. No. 82/2010, 126/2010 and 179/2010. It is observed that despite clear instruction to submit monthly accounts through e-mail in the prescribed format, many accounting units are not following the instruction issued by Headquarters Office. Some of the common mistake observed while scrutinizing accounts are as follows:

1. Accounting units are not mentioning the name of their unit at the place provided in proforma.
2. Some of the units have altered the proforma.
3. Some units have sent accounts in old format or in some other format.
4. Some of the units have sent accounts in MS word or in file other than MS Excel.
5. Some of the units are sending the accounts in the e-mail account other than vin_od_51 @ rediffmail.com.

Due to these mistakes in sending the monthly accounts, compilation work of monthly accounts has been affected badly. In view of this all the accounting units are advised to observe the following while submitting the accounts:

1. Monthly accounts must be sent in the prescribed proforma only as published/uploaded in the website.
2. Monthly accounts must be sent through e-mail in the e-mail account vin_od_51 @ rediffmail.com.
3. One copy of the monthly account must be sent through post also.
4. Name of the unit and sender's name along with his designation must be mentioned in the monthly account so sent.
5. No alteration in accounts proforma/format should be done. If any field is irrelevant for any unit, it should be left blank.

All the defaulting accounting units who ever have committed the above noted mistakes are advised to submit the monthly accounts from April, 2010 onwards afresh after incorporating the above instructions.

Yours faithfully,

SA

(K. Rajasekar)
Director (Finance)

Copy to the Jt. Director (Sys.) with a request to upload this letter in ESIC web-site

Director (Finance)

AK
15/8/10
P.A.