



FINANCE AND ACCOUNTS DIVISION
HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
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No. F-17/12/1/2011-A/cs. I

Dated: 07th December, 2011

To,

The Addl. Commissioner /Regional Director /Director /Jt. Director Incharge of SRO/
Medical Suptd. /Hospital, Director (Medical), Delhi, N.T.A. E.S.I. Corporation,

Subject: Preparation of Monthly Accounts in ERP.

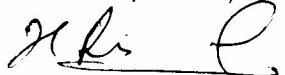
Sir,

Kindly refer letter no. F-17/12/1/2011-A/cs. I dated 01/09/2011,30/09/2011, 05/09/2011, 25/10/2011 and other communication during training, video conferencing etc regarding preparation of monthly accounts in ERP. Scrutiny of monthly accounts in ERP at Headquarter revealed that in spite clear instruction, comprehensive training by M/s WIPRO and officials of Headquarter, quick reply of queries through email / telephone and deadline to complete this most important task, some of the accounting unit failed even to initiate the work. This shows gross negligence and uncared attitude of work in part of defaulting units, which attracts strict administrative action against the responsible persons.

While reviewing status of monthly accounts in ERP the Director General has shown displeasure during video conference on 29/11/2011, and ordered strict action against the defaulting officer. It was further ordered that units which have completed accounts in ERP will function as mentor for units not yet started the work. The list of units which has completed the monthly account in ERP is as per annexure "A". The units which have not yet initiated ERP accounting will select the unit from the attached list adjacent to their location and approach them for support / guidance. The mentor unit will provide full support to defaulting units. For those units which have completed posting in ERP but there is difference in accounts, they will refer their problem to Sri H K Pandey, Dy Director (Fin.), Hqrs.

In view of above, it is hereby informed that the correct posting monthly accounts upto October 2011 **must** be done by 21/12/2011 by all, so that status could be appraised to the Director General before next video conference.

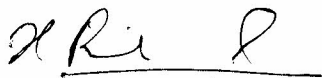
Encl: As above.

K Rajasekar

K Rajasekar

Addl. Commissioner (Fin.)

Copy for information and necessary action to:

- 1 All Director (Fin.)/ Jt. Director (Fin.)/ Dy Director (Fin.)/ Asstt. Director (Fin.) of RO /SROs,/D(M)D,NTA and office of SSMC/SMC, the contents of the letter must be ensured.
- 2 Addl. Commissioner (Systems) for publishing the letter in the web-site.

K Rajasekar

K Rajasekar

Addl. Commissioner (Fin.)

Annexure- "A"

List of units which has completed the monthly account in ERP

1	ESI Hospital - Bapu Nagar
2	ESIC - HQ
3	ESIC Hospital - Ezhukone
4	ESIC Hospital - Jaipur
5	ESIC Hospital - Jammu
6	ESIC Hospital - Ludhiana
7	ESIC Hospital - Noida
8	ESIC Hospital - Udyogmandal
9	Model Hospital - Beltola
10	Model Hospital - Phulwartsherif
11	Model Hospital - Rajajinagar
12	Model Hospital - Ranchi
13	RO - Assam
14	RO - Bihar
15	RO - Chattisgarh
16	RO - Haryana
17	RO - Himachal Pradesh
18	RO - Jharkhand
19	RO - Kerala
20	RO - Tamilnadu
21	SRO - Aurangabad
22	SRO - Barrackpore
23	SRO - Bommasandra
24	SRO - Ernakullam
25	SRO - Hubli
26	SRO - Kollam
27	SRO - Madurai
28	SRO - Nagpur
29	SRO - Okhla
30	SRO - Rohini
31	SRO - Salem
32	SRO - Thane
33	SRO - Tirunelveli
34	SRO - Udaipur
35	SRO - Vadodra