



ईएसआईसी
विता से सुखित

क्षेत्रीय कार्यालय
REGIONAL OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION

PANCHDEEP BHAWAN, SECTOR - 19 A CHANDIGARH - 160019

पंचदीप भवन संक्टर - 19 एए चण्डीगढ़ - 160019

(ISO 9001-2008 Certified)

No. PB. 12/F& A/Cs.-II(P)/ Misc. /4

Date: 15.11.2017

CIRCULAR

Subject: Branch Manager- check points compliance regarding.

All the Branch Managers, Branch Offices are directed to adhere strictly to the following points:-

1. The Branch Manager, Branch Office will ensure that the total of DCR on a day be tallied and matched with the authority letter/ sanction letter issued by the Branch Manager sent to the bank for payment through ECS/NEFT and these entries have been entered in the cash book. All entries in DCR must be attested by the Branch Manager along with the individual payments shown against the name of IP and send a certificate of this affect on the closing page "I have personally checked the payments shown against the name of IPs as per the Certificates/payment dockets and total/ summary of the DCR and found correct and ECS/NEFT details has been sent to bank branch accordingly."
2. The Branch Manager will view the online bank statement on daily basis and ensure that all ECS/NEFT payment has been checked and debit reflected in the bank statement are in accordance with the authority letter sent to bank for payment through ECS/NEFT issued by the concerned Branch Manager. The Branch Manager will endorse a certificate of this effect in the MPR of the concerned month. The Branch Manager will not disclose important password to any employee who is not authorized for performing online task assigned to the concerned Branch Manager.
3. The Branch Manager, Branch Office will ensure that the Account No. of beneficiaries be mentioned in ledgers/payment dockets legibly in bold letters on every payment docket.
4. A database of all beneficiaries/ IPs be prepared in the MS Excel at Branch Office level mentioning there in the full particulars of beneficiaries i.e. Name , Ins. No. , Branch Office, Bank A/c No., IFSC code, Bank Name etc. The said list must be sent to the Benefit Branch, R.O., Chandigarh by the end of this month i.e. before/on 30.11.2017.
5. All the payments to IPs/beneficiaries should be done through online system. If any difficulty is being faced to process the payment online, the same may be resolved by registering complaints with the ICT branch.
6. A separate return be submitted mentioning therein the amount received in A/c-1 Cash Book along with the copy of all challans deposited during the month into ESIC A/c-I Central both for A/c-I & A/c-II.
7. All cheque books , bank statements and other important documents will be reviewed by the Branch Manager on fortnightly basis and the Branch Manager will not disclose important password to any employee not authorized for that purpose.

8. All payments/ dockets should immediately be stamped "paid and cancelled".
9. No transaction/cheque be issued out of Cash Book i.e. every transaction must be reflected in the Cash Book.
10. Uncleared cheques/ ECS, NEFT failure credit be taken into receipt side of Cash Book immediately as soon as the same appears in the bank statement after checking the facts, mentioning there in the type of benefits(Cash Benefit Payable) against which the credit/refund received and the same should be shown in the MPR sent to RO. While releasing the payment of failure transaction, it must be shown on payment side mentioning Cash Benefit Payable.
11. It has been observed that branch offices are not taking the bank interest amount in the Cash Book A/c-II in time and not depositing it in A/c-I Central in time which is a financial irregularity. Branch Manager will ensure that every such credit be taken into Cash Book and deposited into A/c-I Central without any delay.
12. The Branch Manager will ensure timely submission of DCR, MPR and BRS as per the guidelines /schedules mentioned in **The Branch Office Manual**. The "NIL" DCR needs to be submitted even if no payment has been made on a working day. The Branch Manager will be held responsible for any delay in this regard.

Any lapse in this regard will be viewed seriously and strict action will be taken against the erring official.

This issues with the approval of the Regional Director.



SHIV GUPTA
DY. DIRECTOR(Fin.)

To,

The Branch Managers,
All Branch Offices,
ESI Corporation.

Copy to:

1. P.A. to R.D. , R.O., Chandigarh.
2. Administration/Benefit Branch, R.O., Chandigarh.
3. Audit party , R.O., Chandigarh.
4. ✓ ICT Cell , R.O. Chd. with the request to upload the same on the ESIC, Punjab website.