



**कर्मचारी राज्य बीमा निगम / EMPLOYEES' STATE INSURANCE CORPORATION**  
**(श्रम एवं रोजगार मंत्रालय, भारत सरकार) / (Ministry of Labour & Employment, Govt of India)**  
**पंचदीप भवन, सी.आई. जी. मार्ग, नई दिल्ली-2 / PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-2**  
**वित्त एवं लेखा प्रभाग / FINANCE & ACCOUNTS DIVISION**  
**Email- jd-f1@esic.nic.in, Phone- 23234336**



No. F-26/12/ERP/2018-A/c-I

Dated- 06.05.2019

To,

- (i) The Joint Director [Fin]/ Dy Director [Fin] / Asstt Director [Fin]/ Branch Manager, Regional Office/Sub-Regional Office/NTA/ESI Hospital/ ESI Medical College/Director (Medical) Delhi/ Branch Offices/DCBO
- (ii) Additional Commissioner, NTA;
- (iii) Regional Director, Regional Offices/ Director/ Joint Director, Sub-Regional Offices;
- (iv) Director (Medical), Delhi/Medical Superintendent, ESIC Hospitals.
- (v) Dean, Medical College / Nursing College/ Dental College Director (Finance), Hqrs

**Sub: PROCESSING AND PAYMENT OF BILLS THROUGH ERP-100 % UTILISATION OF FINANCE & ACCOUNTS MODULES**

While inviting reference to letter of even no dated 01.01.2019 hoisted on ESIC website vide console 3339/2019 dated 02.01.2019 it is regrettably observed that all the units are either not processing the bills in ERP or/and not creating payment vouchers in ERP which is not merely reluctance to work on ERP but also defiance against organisational objectives.

In order to achieve 100 % work on ERP, all ESIC accounting units may ensure that: -

1. Strict compliance with letter no. F-26/12/ERP/2018-A/c-I dated 01.01.2019 must be done without any exceptions.
2. Asstt Director (Fin)/ Dy Director (Fin)/ Branch Manager and all other payment authorities are hereby directed to make payment only after processing of bills in ERP. Payment must be done after creation of payment voucher in ERP.
3. Offline payment of bills and subsequently posting thereof in ERP through Cash Voucher amounts to working offline which is strictly prohibited.
4. **Payment for Drugs & Dressings in Hospitals & Dispensaries is to be done only after entries of both local and RC purchases is done in ERP inventory.**
5. The Drawing & Disbursing Officers will not process any bill until and unless claim is generated online.
6. The ECS/NEFT/RTGS/CBS statement for payment to payees MUST be done on the basis of ERP processed bills. Payment through Cheque is totally prohibited [Except under extraordinary conditions where payment through electronic mode viz ECS/NEFT/RTGS/CBS is not possible].
7. The Regional Director / In-charge of SRO / Dean /Medical Superintendent will monitor the above activities.

Strict compliance of the above must be ensured.

This issues with approval of Director General.

Yours Sincerely

  
**(A K Sharma)**  
 Director (Fin)

Copy to:-

- (i) Dy Director (PR) for uploading on website
- (ii) PS to Director General / PS to Financial Commissioner.