



वित्त एवं लेखा प्रभाग

कर्मचारी राज्य बीमा निगम, पंचदीप भवन, सी.आई. जी. मार्ग, नई दिल्ली-2.

FINANCE & ACCOUNTS DIVISION

EMPLOYEES' STATE INSURANCE CORPORATION, PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-2

23234336  
jd-f1@esic.nic.in

F/23/13/Online Payment/2014/A/cs-II

Dated: 5th December'2016

To,

The Insurance Commissioner (NTA)  
The Regional Director/Director I/c/ Joint Director  
Regional Offices/Sub-Regional Offices  
The Director (Medical), Delhi /NOIDA  
The Medical Superintendent  
ESI Hospitals  
The Senior State Medical Commissioner/ State Medical Commissioners

Sub: Enforcement of receipts of ESI Contribution and payment of office bills/ claims through electronic mode only.

Sir,

Kind attention is invited on DO letter no. Z-20025/117/2016-Coord dated 28<sup>th</sup> November'2016 received from Secretary, Ministry of Labour & Employment (copy attached). In its endeavor to enforce cashless and digital economy F&A Division, Hqrs has already issued instructions of even number dated 09.04.2015 & 10.08.2015 regarding receipt of ESIC revenue through net banking channel and letter no. F/27/26/ECW/1/11-A/cs. III dated 01/03/2011, Benefit branch letter dated 14/11/2011 and letter no. F/23/13/UP/2006/A/cs-II dated 08/03/2016 regarding payment bills/claims through electronic mode only. (Copy attached).

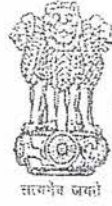
In this regard, it is again reiterated that ESIC is committed to digital mode in line with Govt of India instruction to ensure transparent, secure, time bound as well as speedy services to all stakeholders. Hence, in order to report the compliance level of ESIC commitment to Ministry of Labour & Employment, it is requested to submit the compliance report through email from official ID of head of the office at [jd-f2@esic.nic.in](mailto:jd-f2@esic.nic.in) by 9<sup>th</sup> December'2016.

This issues with the approval of Financial Commissioner.

Yours faithfully

Sunil Taneja  
Director (Finance)

Cc: (i) Insurance Commissioner (ICT) / Insurance Commissioner (Revenue) for kind information and needful.  
(ii) Website content manager for uploading the letter on website.



सत्यमेव जयते

MINISTRY OF LABOUR & EMPLOYMENT  
SHRAM SHAKTI BHAVAN  
NEW DELHI - 110001

एम. सत्यवति, आई०ए०एस०  
भारत सरकार के सचिव  
M. SATHYAVATHY, I.A.S.  
Secretary to Govt. of India

श्रम एवं रोजगार मंत्रालय  
श्रम शक्ति भवन  
नई दिल्ली-110001  
Tale : 91-11-23 71 02 65  
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D.O.No. Z-20025/117/2016-Coord.

November 28, 2016

Dear

As you may be aware, transactions through digital mode, bank transfers / e-transfers (including e-wallet) have tremendous benefits in terms of speed, economy in expenditure, accountability, security and transparency.

2. As of now most of the transactions in Central Government take place through banks transfers / cheques / PFMS. With the introduction of new technology such as e-payments, e-wallet, NEFT/RTGS etc. it is desirable that the remaining cash transactions, if any in any form, should also be made only through banks / electronic modes paving way for cashless and digital economy.
3. Accordingly, I would request all the Heads of the Organizations to ensure that no transaction whatsoever take places in cash and modern approved electronic modes are resorted to for making and receiving the govt. payments. A confirmation may be submitted to Shri R.K. Gupta, JS(Admn) that you have reviewed your organisation's existing system of making / receiving the government payments and it has been ensured that all transactions are taking place through electronic and digital modes.

With regards,

Yours sincerely,

*[Signature]*  
(M. Sathyavathy)

All Head of the Organizations under the  
administrative control of Ministry of Labour & Employment.  
(As per list enclosed)

*[Signature]*  
28/11/16



वित्त एवं लेखा प्रभाग/ FINANCE & ACCOUNTS DIVISION  
कर्मचारी राज्य बीमा निगम/ EMPLOYEES' STATE INSURANCE CORPORATION  
पंचदीप भवन, / PANCHDEEP BHAWAN  
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F/23/13/UP/2006/A/cs-II

New Delhi, 8<sup>th</sup> March' 2016

To,  
The Insurance Commissioner, NTA  
The Regional Director, Regional Offices  
The Director / Joint Director, I/c of Sub-Regional Offices  
The Director (Medical), Delhi  
The Medical Superintended, ESIC Hospitals

**Sub: PAYMENT OF BILLS / CLAIMS THROUGH ELECTRONIC CLEARING SYSTEM**

Sir,


Attention is invited on Hqrs letter no. F-27/26/ECW/1/11-A/cs. III dated 01/03/2011 and Benefit Branch letter dated 14/11/2011 which is already available on ESIC website in circulars section at sl no. 111/2011 and 618/2011 respectively. It was clearly instructed that all payment to beneficiaries and third parties is to be done through Electronic Clearing System (ECS) only. In spite of these instructions, it is reported that payments are being made through cheques also which is defiance of Hqrs instruction and defeats the dual purpose of ease in settlement of claims and safety in transaction.

As such, in order ensure compliance of ibid instructions and safety in payment the following must be followed while making payment and after payment:-

- 1) All payments must be made through electronic mode i.e. Bank Transfer (BT), ECS, NEFT or RTGS only. Facility for payment of electricity, telephone bills, state taxes etc through electronic mode is also available which should be explored. Cheque should be issued only in cases where payment through electronic mode is not possible.
- 2) BT/ECS/NEFT/RTGS mandate should be prepared very carefully and each and every entry must be checked by the dealing assistant, superintendent and the Asstt Director (F)/Dy Director (F) /Joint Director (F) and signed the printout of mandate in token of checking.
- 3) After making payment, one copy of mandate as mentioned in para 3 above should be forwarded to DDO also for their cross verification and record.

Strict compliance of above instruction is requested.

Yours sincerely

  
Sunil Taneja  
Director (Finance)

Copy to : WCM for uploading on website.





EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI - 110002.  
(www.esic.in)

Dated 14.11.2011

The Regional Director/Director/Joint Director (I/c),  
Regional/Sub-Regional/Divisional Office,  
ESI Corporation,

**Sub:- Disbursement of cash benefits to the beneficiaries through Electronic Clearing System (ECS).**

Madam/Sir.


I am directed to refer to this office letter no. R-17/14/2/94-Bft.II dated 29.12.2009 vide which the approval of Director General to make payment of PDB & DB through ECS was conveyed.

Keeping in view the convenience of the beneficiaries, and satisfactory payment position of PDB & DB through ECS it has now been decided to make all the cash benefit payments through ECS.

You are, therefore, requested to make all arrangements immediately for making cash benefit payments through ECS w.e.f. 01.04.2012 and ensure that all the payments of cash benefits be made to the beneficiaries / insured persons only through ECS w.e.f. 01.04.2012.


This issues with the approval of Insurance Commissioner/ Director General

Yours faithfully,

  
(R.S.SRIVASTAVA)  
Joint Director(Bft.)

Copy to:

1. All officers of Hqrs. Office.
2. All Branches of Hqrs. Office.
3. Director(Fin.)/Jt.Directors(Fin.)/Dy.Directors(Fin.)/Asstt.Directors(Fin.) of Regional/Sub Regional /Divisional Offices.
4. System Branch (Hqrs. Office) for uploading on ESIC website.
5. Jt. Director(OL) for translation
6. PR Branch (Hqrs. Office) for wide publicity of ECS payment system in forthcoming advertisement campaign.

  
Joint Director(Bft.)