



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)

क.सा.बी.नि.
ESIC



क्षेत्रीय कार्यालय, पूर्वोत्तर क्षेत्र
REGIONAL OFFICE, N. E. REGION
बामुनीमैदाम, गुवाहाटी-781021
BAMUNIMAIDAM, GUWAHATI-781021
Email: fna-guwahati.as@esic.gov.in

No.43-F-55055/96/2024-FA

Date: 07/06/2024

CIRCULAR

Sub: Verification/Certification of All Bills/Voucher Routed to Finance & Accounts Branch

It has been observed that some bills are submitted to F&A branch without verification of bills by branches, thereby requiring the bills to be returned, which causes delay in processing and clearing of the bills.

In order to ensure smooth financial operations, it is imperative that all bills and vouchers submitted to the Finance and Accounts Branch of ESIC Guwahati undergo thorough verification and certification. Prior to submission to the Finance and Accounts Branch, all bills and vouchers must be meticulously verified. Verification should include cross-referencing with supporting documents, such as purchase orders, contracts, receipts, and approvals etc, as applicable. All bills and voucher must be certified by the Branch Officer / Branch Manager by signing all bills and voucher.

Kindly ensure to submit the bills as advised in order to ensure timely payment of bills.

This issues with the approval of RD (i/c)

(Ahtesham)
Deputy Director
Finance & Accounts Branch

Copy:

1. All the officers/Official , ESIC NER
2. PA to RD i/c , ESIC RO Guwahati
3. IT Manager for uploading the same in regional website
4. Notice Board