

No



No.Z-12/16/2/Misc/2025/E-II

Dated:17-03-2025

To

All the ROs/SROs/BOs/DCBOs/

ESIC Hospitals/ESIC Hospitals & Medical Colleges/ESIC Dispensaries.

**Subject: Making payment in time: An aspect of preventive vigilance as well as creating a brand image of ESIC as a responsible organization.**

Sir/Madam,

Instances of delay in making payment to different stakeholders have come to the notice of the Competent Authority.

In this regard, a very serious view is now being taken. Unnecessary delay in making payment to different stakeholders will invite serious administrative action including immediate shifting / transfers. At some accounting unit, the concerned officials have even been suspended and disciplinary action has been initiated.

The payment to stakeholder may include:

- Payments to IPs/Beneficiaries
- Payments to ESIC's own officials / officers etc.
- Payment to third parties for supplies of goods, manpower, services etc.
- Any other payments to any other stakeholders.

It is a well known phenomenon that delay in any such payments breed seeds of corruption. This also does not go well with the brand image of the Organization.

Therefore, all Concerned Divisions in Hqrs office and all field offices are required to take time bound action in this regard, keep on monitoring these aspects and take serious administrative or disciplinary action against officials found to be responsible for such delay. It is reiterated that payments should be made only with due diligence and following the laid down procedure. But unnecessary delay will not be tolerated.

All concerned officials must be made aware of the contents of this communication.

This issues with the approval of Competent Authority.

Yours faithfully,

**Joint Director, E-II**

Copy to:

1. PPS to DG/FC/CVO.
2. All ICs/MCs/ACs- with a request to take necessary action for monitoring this aspect and for taking action/recommending action against the erring officers/officials.
3. Finance officers of the all Accounting units
4. AC (Vig)/JD (E-I)