



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



मुख्यालय/HEADQUARTERS'
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यू-25/12/Pending_Payment/DG-ESIC-RC/2025-चि.V

To

- Director (Medical) Delhi/Director (Medical) Noida
- Dean's-All ESI PGIMSR's & Medical Colleges
- Medical Superintendent's- All ESIC Hospitals
- Directors, Insurance Medical Services (DIMS)-ESI Scheme, All States & UT's
- Regional Director's-All States & UT's

Sub: Instructions for release of pending payment to approved Pharmaceutical Firms under DG-ESIC Central Rate Contract for supply of Drugs-reg.

Sir/Madam

Reference captioned subject, ESIC Hqrs is in receipt of various representations from approved Pharmaceutical Firms under DG-ESIC Central Rate Contract for Drugs regarding pendency of payment of supply at ESIC and ESIS Institutes. The matter of pendency of payment has also been raised by Pharmaceutical Firms in the meeting held with the Pharmaceutical Firms at ESIC Hqrs time to time.

The matter of pendency of payment at field unit level is a matter of concern for ESIC Headquarters'. This has been viewed seriously by the Competent Authority.

It is also informed that as per **Clause of the Rate Contract/Tender Enquiry: Payment to be made to approved Pharmaceutical Firm/s within 4 to 6 weeks after receipt and acceptance of the drugs/items and submission of Invoices.**

ESIC Hqrs has issued instructions and coordinated with field unit along with Zonal Medical Commissioners for timely release of payments. However, in order to release the payment timely more efforts are to be done. The following instructions are being issued with the approval of Competent Authority for strict compliance by the Head of ESIC/ESIS Institutions: -

1. The Payment to be made to approved Pharmaceutical Firm/s within 4 to 6 weeks after receipt and acceptance of the drugs/items and submission of Invoices as per Terms & Conditions of DG-ESIC Central Rate Contract/Tender Enquiry for supply of drugs.
2. Generally, three departments/sections (Main Medical Store, Cash Branch and Finance Section) involved in payment of Bills of suppliers in ESI Institution.
3. **The Maximum days for processing of Bills/Invoices in each section/department should not be more than 10 days** and following format of record to be maintained in each section/department for

procurement of Drugs through DG-ESIC Central RC (Main Medical Store, Cash Branch and Finance Section).

Record of processing of Bills/Invoices in each section/department (Main Medical Store, Cash Branch and Finance Section)								
S.N.	Name of Pharmaceutical Firm	Invoice/ Bill No.	Amount	Date of receipt of Invoice/ Bill	Date on which Invoice/ Bill was processed from the section	Remarks (in case the Bill/Invoice was not processed within 10 days)	Signature of Head of the Section	Signature of Head of the Institution

Note: a) In case any discrepancy/shortcoming is being noticed in Invoice/Bill, the same should be communicated to the approved pharmaceutical firm/Section (as the case may be) within 05 working days from receipt of Invoice/Bills. The record of such communication should also be maintained for record.

b) The above record may be inspected by Zonal Medical Commissioner or any other officer of ESIC at any time and should be updated regularly.

c) The above said record should also be maintained in excel format and to be provided as and when asked for by ESIC Hqrs after compilation.

It is also informed that ESIC Hqrs is collecting data from approved Pharmaceutical Firms of Pending Payment for more than 6 weeks (after receipt/acceptance of the drugs and submission of Invoice) for the drugs supplied to ESIC and ESIS Hospitals under valid ESIC Central Rate Contract for drugs. The same will also be shared with ESI Institutions for necessary action.

All ESIC and ESIS Institutions are requested to send the data of Pending Payment for more than 6 weeks (after receipt/acceptance of the drugs and submission of Invoice) for the drugs procured under valid ESIC Central Rate Contracts in excel format (format attached) at email id **rc-hqrs@esic.gov.in** within 15 days.

This issues with the approval of Competent Authority.

Regards,

Enclosures: As above

Signed by Cecil
Christopher Khakha
Date: 24-01-2025 14:11:24

**Medical Commissioner
(Procurement)**

Copy to:

1. PPS to DG/FC/CVO for information
2. PPS/PS to MC(MA)/ MC(ME)/ MC(MS) for information
3. **All Zonal Medical Commissioners for implementation & monitoring of release of payment to approved Pharmaceutical Firms in DG-ESIC RC for drugs in all ESIC and ESIS Institutions under their jurisdiction.**
4. Website content manager with a request to upload on ESIC, Hqrs website.

Data of Pending Payment for more than 6 weeks (after receipt/acceptance of the drugs and submission of Invoice) for the drugs procured under DG-ESIC Central Rate Contracts.

S.No.	Name of ESIC /ESIS Institute where Payment is pending	DG-ESIC RC Number	Name of the Item	Item Number as per RC	Supply Order Number	Date of placing of Supply Order	Date on which supply order was executed by the firm	Name of approved Pharmaceutical Firm	Invoice/Bill No.	Date of Invoice/Bill Generation	Amount	Date of submission of Invoices/Bills by supplier to ESI Institute	Whether any communication has been made with the supplier regarding any discrepancy/ shortcoming in Invoice submitted. (if Yes, documentary evidence to be submitted)

Note: Information to be submitted only in excel without changing the format.