



मुख्यालय  
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U-16/30/9/2010-Procell/TN/32-Part(1)/E-396447 08-06-2026

To

**All Deans - ESIC PGIMSRs, Medical & Dental Colleges and Hospitals  
All Medical Superintendents - ESIC Hospitals  
Director (Medical) Delhi/Director (Medical) Noida**

**Subject:** Restriction on Issuance of Letters of Credit (LC) in Procurement-reg

Respected Sir/Madam,

Reference above subject and directions of the F&A, all ESIC Institutions are informed that Letters of Credit (LCs) shall not be issued, rather wherever services are a component of procurement, the payment terms should be accordingly modelled.

Accordingly, Bid/Tender documents, purchase orders, and contracts should be structured with appropriate payment terms in accordance with F&A guidelines. All institutional Heads are requested to ensure strict compliance with these instructions.

This issues with the approval of the competent authority.

Yours sincerely,

Dy. Medical Commissioner (RC & PC)

Copy to:

1. All Zonal Medical Commissioners.
2. PPS to DG/CVO/FC and PPS to MC(MA)/MC(ME)/MC(MS)/MC(PC).
3. WCM, Hqrs with request for uploading on ESIC website