



EMPLOYEES STATE INSURANCE CORPORATION
`PANCHDEEP BHAWAN', C.I.G ROAD, NEW DLEHI - 110 002.
Website - esic.org.in

((011) 23234092

No.A-27/17/1/2008-E.III (Col.3)

Dated : 30.10.2008

All Regional Directors/A.C. (NTA)/Directors/Joint Directors (I/c)
All Medical Superintendents of Model Hospitals/SSMCs/SMCs/D(M)D/ M.S., ESI
Hospital, Basaidarapur/Rohini/Okhla/Jhilmil/Noida.

Subject : Delegation of Power

Sir,

The issue regarding de-centralization of work and more delegation of Powers to field units with an objective to reduce the references to Hqrs.' in routine matters, where rules have been laid down, has been under active consideration of Hqrs.' Office. With the approval of Director General and in supersession of all previous instructions on the subject, the following powers have been delegated to Regional Directors/A.C. (NTA)/Medical Superintendents/Directors/Joint Directors (I/c) :-

1. Sanction of advance for purchase of Conveyance, Computer and House Building.

- (a) Advances under above Heads shall be sanctioned by the Regional Directors/Directors/Medical Superintendents/Joint Directors (I/c) in respect of all the Officers and employees under their control.
- (b) Sanction Orders shall be issued on satisfaction of eligibility criteria within the existing rules/instructions governing their grant in the prescribed format. However, the cases requiring deviation/relaxation to the rules and cases involving Head of Offices shall be sent to Hqrs.' Office, clearly indicating the reasons as to why the case has been referred to Hqrs.
- (c) Provision for budget under the relevant heads shall be transferred to the respective field units by the Hqrs.' Office.
- (d) Monthly Information Report as per the following format in respect of sanction of advances shall be submitted to A.C. (P&A) every month before 10th of the succeeding month.

S.No.	Details of Advances	No. of cases (Group-wise)	Amount Sanctioned (Group-wise) (Rs. in lakhs)
1.	HBA		
2.	Computer		
3.	Conveyance		

2. Settlement of claims for reimbursement of medical expenses - Grant of advance for Super Speciality treatment not available in ESI Hospital in the concerned locality.

Settlement of the above reimbursement claims preferred by Officers/ Employees may be made by the Regional Directors/Directors/Medical Superintendents/Joint Directors (I/c) as per the existing Rules/Instructions issued on the subject. The cases requiring relaxations due to emergency may also be decided by the concerned head of office in consultation with the respective SSMC/SMC and the Local finance. However, non emergency cases, where deviation takes place, shall continue to be referred to Hqrs.' Office for sanction with clear recommendations.

3. Issue of Pension Payment Orders.

Heads of Offices are authorized to sanction Pension Payment Orders in respect of Group C & D employees. Detailed instructions/ procedures are being issued separately from Finance and Accounts Division of Hqrs.' Office.

This issues with the concurrence of Finance and Accounts Division, Hqrs.' Office.

Hindi version will follow.

Yours faithfully,

(S.K. SHAH)
JOINT DIRECTOR (E.III)

Copy for information to :-

1. All J.D. (Fin.)/D.D. (Fin.) of Regional Offices/Sub-Regional Offices/ Model Hospitals/A.C. (NTA).

2. Director (Fin.), ESI Corporation, Hqrs.' Office - with a request to issue necessary instructions w.r.t. para 3.
3. Joint Director, E.II, ESI Corporation, Hqrs.' Office with a request to issue necessary instructions w.r.t. para 1 (c).
4. Director (MSU), ESI Corporation, Hqrs.' Office - with the request to amend the booklet regarding Delegation of Powers in the light of Director General's orders as above.
5. Director (Systems), ESI Corporation, Hqrs.' Office - with a request to upload this letter on the ESI Corporation Website.
6. Hindi Cell.
7. P.P.S. to DG/P.S. to FC/MC/IC/CE.

JOINT DIRECTOR (E.III)