

ESTABLISHMENT BRANCH-I

ACTION PLAN FOR THE YEAR 2009-10

SENIORITY LIST

| Sl. No. | Cadre | Target |
|---------|--------------------|---|
| 1. | I.I. | Seniority list for the year 2006-07 to 2007-08 will be finalized by Dec.,2009 |
| 2. | Addl. Commissioner | Seniority list to will be finalized by the month of November, 2009. |

DPC

| Sl. No. | Cadre | Target |
|---------|-------------------------|--|
| 1. | Insurance Commissioner | Preparation and submission of DPC proposal to the UPSC for the post of Insurance Commissioner in the month of April, 2009. |
| 2. | Additional Commissioner | Preparation and submission of DPC proposal to the UPSC for the post of Insurance Commissioner in the month of April, 2009. |
| 3. | Director | Preparation and submission of DPC proposal to the UPSC for the post of Director in the month of May, 2009. |
| 3. | Joint Director | Preparation and submission of DPC proposal to the UPSC for the post of Joint Director in the month of May, 2009 (Subject to availability of vacancy) |
| 4. | Dy. Director | Preparation and submission of DPC proposal to the UPSC for the post of Deputy Director (subject to final outcome of the proposal submitted to UPSC) in July, 2009. |
| 5. | Asst. Director | Preparation of proposal of A.D. cadre for the year 2009-10 for UPSC (subject to final outcome of the proposal submitted to UPSC) in August, 2009. |
| 6. | I.I. | Conducting of regular DPC for Assistant to I.I. in April, 2009. |

Recruitment Rules

| Sl. No. | Cadre | Present Target |
|---------|----------------------|---|
| 1. | Asst. Director (OL) | Proposal under submission to UPSC, Notification will be issued after receipt of approval from UPSC. |
| 2. | Sr. Hindi Translator | Proposal under submission to UPSC, Notification will be issued after receipt of approval from UPSC. |

| | | |
|-----|---|--|
| 3. | Dy. Director | Proposal under submission to UPSC, Notification will be issued after receipt of approval from UPSC. |
| 4. | Dy. Director (Finance) | Proposal under submission to UPSC, Notification will be issued after receipt of approval from UPSC. |
| 5. | Asst. Director | UPSC has called comments from ESIC on the syllabus of the L.D.C.E. for Centre Secretariat Examination. The Notification may be issued after receipt of necessary approval from UPSC. |
| 6. | P.S. (NFSG) | In reference to UPSC letter dated 22.08.2008, the issue has been referred to Min. of Lab. & Emp. On 28.08.2008. Ministry while informing the views of DOPT asked to resubmit the proposal after 1 month. |
| 7. | Chief Engineer(Civil) | Proposal under submission to Ministry/UPSC, Notification will be issued after to approval of the Ministry/UPSC. |
| 8. | Superintending Engineer (Civil) | Proposal under submission to Ministry/UPSC, Notification will be issued after to approval of the Ministry/UPSC. |
| 9. | Executive Engineer (Civil/Elect.) | Proposal under submission to Ministry/UPSC, Notification will be issued after to approval of the Ministry/UPSC. |
| 10. | Asst. Exe. Engineer (Civil/Elec.) | Proposal under submission to Ministry/UPSC, Notification will be issued after to approval of the Ministry/UPSC. |
| 11. | Asst. Engineer (Civil/Electrical) | Proposal under submission to Ministry/UPSC, Notification will be issued after to approval of the Ministry/UPSC. |
| 12. | Jr. Engineer (Civil/Electrical) | Proposal under submission to Ministry/UPSC, Notification will be issued after to approval of the Ministry/UPSC. |
| 13. | Assistant | Review of Recruitment Regulations for the post of Assistant. |
| 14. | UDC | Review of Recruitment Regulations for the post of UDC. |
| 14. | Library | Review of Recruitment Regulations for Library Staff. |
| 15. | Regional Director Gr. 'B'/Joint Director. | Review of Recruitment Regulations in respect of Regional Director Gr. 'B'/Joint Director. |

MISCELLANEOUS

| | |
|----|---|
| 1. | Data Bank of all cadres dealt by Establishment Branch-I will be completed & placed on website by April, 2009 |
| 2. | Computerization/ Digitalization of all Personal Files by September, 2009 (Subject to IT roll out by April, 2009). |

ESTABLISHMENT BRANCH-II

ACTION PLAN FOR THE YEAR 2009-10

Seniority list/All India seniority list

| SINo. | Cadre | Action plan |
|--------------|--------------|---|
| 1 | PA | Seniority list will be issued as on 31/3/09 by May, 09. |
| 2 | JHT | Seniority list will be issued as on 31/3/09 by May, 09. |
| 3 | SHT | Seniority list will be issued as on 31/3/09 by May, 09. |
| 4 | JE | Seniority list will be issued as on 31/3/09 by May, 09. |
| 5 | Assistant | Seniority list will be issued as on 31/3/09 by July, 09 subject to final regional seniority list received from all the field offices. |

Case of compassionate appointment

| Sl.No | Cadre | Action plan |
|--------------|---|------------------------------|
| 1 | Compassionate appointment in the Care of Group C&D i.e. LDC/Peon/Farash/Sweeper | Meeting to be held quarterly |

Recruitment

| SINo. | Cadre | Action plan |
|--------------|--|--|
| 1 | JHT/JE | As per recruitment plan. Vacancies are to be notified by the Recruitment Branch. |
| 2 | Recruitment of sports persons under sports quota | March, 09. |

Sports Meet

| SINo. | sports meet | Action plan |
|--------------|---------------------|--|
| 1 | Zonal sports meet | As per schedule zonal meet is to be held in the month of Sep-Oct |
| 2 | Central sports meet | As per schedule zonal meet is to be held in the month of Dec-Jan |

Inter Regional Transfer/Transfer request

| SINo. | Cadre | Action plan |
|-------|--|-------------|
| 1 | LDC/Steno/Peon/Sweeper/Farash/SHT/PA/JHT | Feb & Sep. |

DPC

| SINo. | cadre | Action plan |
|-------|-------|-------------|
| 1 | PA | Nov,09 |
| 2 | SHT | Oct,09 |

Further, it is proposed to digital^{ise} the record to the extent possible & strive to attend the stage of paperless office to the extent possible.

Publication of all instructions/circulars in the website & extensive use of e-mails for circulars & correspondence.

In addition to this E-II branch is performing the routine work of the Branch as per the activity list.


JOINT DIRECTOR-II



मुख्यालय

HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES STATE INSURANCE CORPORATION
(An ISO 9001:2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

Website: esic.nic.in / Ph. 011-25234092

ESTABLISHMENT BRANCH – III

Subject: Action Plan for the year 2009-10.

The action plan in respect of this branch for the year 2009-10 is enclosed for information and necessary follow up action.

**(RAKESH KUMAR)
SECTION OFFICER**

Jt. Director (MSU)

I.D. Note No. A-40/11/1/2007-E.III

Date: 12-02-2009



मुख्यालय

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Action Plan 2009-10

1. Implementation of recommendations of 6th Central Pay Commission. (Clarifications)
2. Processing and finalization of cases relating to counting of past service.
3. Issue of prompt and timely clarification on all policy matter relating to pay/pension/gratuity, etc.
4. Review of requirement of staff and officers in r/o Regional Office/Sub-Regional Office/Branch Offices on the basis of the proposed new norms.
5. Restructuring of Branch Offices/Pay Offices.
6. Examining all the requests for setting up of Sub-Regional Office/Branch Offices and issues relating to actual setting up.
7. Examining and processing of all the anomalies pertaining to pay fixation/pension.
8. Creation of posts of officers and staff as per requirement.
9. Adoption of instructions regarding dearness relief to pensioners.
10. Issue of orders and clarifications relating to Productivity Linked Bonus.
11. Any other matter allocated to the Branch by Additional Commissioner (P&A).


SECTION OFFICER (E.III)

ESTABLISHMENT BRANCH-IV

ACTION PLAN FOR THE YEAR 2009-10.

1. Arranging meetings of Standing Committee/ESI Corporation, preparation and compilation of Agenda and memorandum Notes and circulating approved Minutes of these meetings every year.
2. Compilation of important decisions of Standing Committee/ESI Corporation.
3. Constitution/Re-constitution of Regional Boards by seeking approval of Chairman, ESI Corporation after three year.
4. Preparation of Standard Notes on the functioning of ESI Scheme as on 1st January every year.
5. Furnishing Material for Annual Report of ESIC relating to SC/ESIC, Regional Board/Important Decisions of SC/ESIC.
6. Sanction of medical claims requiring relaxation of CS(MA) Rules, in respect of serving employees of ESIC and emergency cases of Hqrs. employees.
7. Adoption of various orders of Ministry of Health in connection with recognition of private hospitals in various states.
8. Allocation of budget for H.B.A. for all Regions. Sanction of HBA in respect of employees of the Hqrs and adoption of Government of India instruction on H.B.A.
9. Replies to objection raised by internal/external audit on matters related to H.B.A. & Medical Reimbursement.
10. Clarification in all matters dealt with by the Branch.

JOINT DIRECTOR (E-IV)

ESTABLISHMENT BRANCH – V

Subject: Action Plan for the year 2009-10.

Kindly find enclosed herewith the Action Plan for the year 2009-10 duly approved by Director (Hqrs.) for information and necessary action at their end.

Encl. as above.


(N. K. LUTHRA)
SECTION OFFICER (E-V)

MSU Branch, Rohini

U.O. Note No. Z-11/01/2004 E-V

Dated: 17.02.09

ESTABLISHMENT BRANCH - V

ACTION PLAN FOR THE YEAR 2009-10

1. Maintenance of ACRs of Gr. C & D staff posted at Hqrs. Office:-

Approximately **400** ACRs. are being processed in this branch every year. Blank ACRs forms are being sent to the officers upto 31st March every year and reporting officer has to submit these ACRs to reviewing officer upto 21st April and reviewing officer has to submit the reports after completing the same to Jt. Director (E-V) upto 7th May every year. These instructions are being followed by E-V Branch every year and the action will start in February 08.

2. DPC:-

As per schedule received from Estt. Br. - I, the DPC is conducted of the following staffs.

| | |
|----|--------------------------|
| 1. | Head Clerk / Assistant |
| 2. | UDC |
| 3. | LDC |
| 4. | R.S. |
| 5. | Others |
| 6. | DPC U/S 56 (j) and 48(b) |

These instructions are followed by Estt. Br. V

3. Limited Departmental Competitive Exams:-

As per the schedule received from Exam Cell, the L.D.C.E. Exams are held.

These issues are being followed by Estt. Br. V

4. Finalizing of Seniority lists of Assistants, Steno, UDCs, LDCs, Staff Car Driver, Record Sorter, Peon etc. Seniority lists are being finalized and these will be circulated.
5. Fixation of pay.
6. Probation completion of officials.
7. GSLIS payments.
8. Issue of certificates after completion of 25 years qualifying service.
9. Cases of compassionate appointment.
10. Processing of complaints of Sexual Harassment.
11. Verification of castes certificates.
12. Medical Examination / Police Verification of new employees.
13. Processing of application of inter regional transfer cases.
14. Maintenance of 400 (approx.) Service Books in respect of Group C & D employees.
15. Opening of personal file in respect of newly appointed officials.
16. Processing of applications for outside employment.
17. LTC Advance.

18. Processing of applications for advance for table fan, cycle and festival.
19. Issue of NOC for visiting foreign countries.
20. Disciplinary cases.
21. Permission under CCS Conduct Rules.
22. Sanction of all kinds of leave to Group C & D Staff at Hqrs. Office.
23. Work relating to ISO.
24. Election matter.
25. Preparation of Identity Cards.
26. Issue of Pension Payment Order in respect of Group 'C' and 'D' Cadre and Section Officer (Adhoc) also in respect of Hqrs. Office.

Action Plan for the year 2009-10 - EVI Branch

| | |
|-----|---|
| 1. | Instructions would be issued for effective implementation of Medical Scheme of ESIC Pensioners, if required |
| 2. | Review of appointment of AMA. |
| 3. | To dispose reimbursement claims of ESIC officials and pensioners. |
| 4. | Filing of Counter affidavit, preparation of para-wise reply in different Court cases of Medical reimbursement claims. |
| 5. | Grant of scooter advance in respect of employees in the Hqrs. Office. |
| 6. | Grant of Car/Computer advance in respect of employees of All India Offices. |
| 7. | Grant of advance to the employees of the corporation affected by natural calamities. |
| 8. | Preparation of Medical cards of Officer/ staffs |
| 9. | Grant of LTC Advance to Officers (All India). |
| 10. | Grant of TA to Officers (on transfer basis). |
| 11. | Change of Home Town of ESIC Employees/Officers - All over India. |
| 12. | T.A. Court Cases, vetting & preparation of para-wise comments etc. |
| 13. | Quarterly statement (All Regions) of TA/DA. |
| 14. | Scrutiny & consolidation of Revised and Budget Estimates in respect of all Regions. |
| 15. | To issue General clarifications/instructions regarding cases of HRA/CCA. |
| 16. | To issue clarifications regarding three Insurance policies viz. 'Cash-in-Transit', 'Group Insurance Policy for Personal Injury to Cashier', and 'Group Insurance Policy for Personal Injury to Escorts to Cashier'. |
| 17. | Proposed to delegate powers to all RDs for Car Advance / Sanction of Permanent Imprest. |
| 18. | Computerization/digitalization of records subject to development and availability of software and hardware support. |
| 19. | Setting up of Holiday Homes/ T.O.R. |
| 20. | Any other Miscellaneous items as per Activity List of EVI Br. |

[Handwritten Signature]
22/2

GENERAL BRANCH

Subject:- **Annual Action Plan for the year 2009-10**

As desired by you, the detailed position in regard to Action Plan for the year 2009-10 is enclosed herewith for your necessary action in the matter.

Encl:- As above


(GULSHAN KUMAR)
DY. DIRECTOR (GENL.)

M.S.U. Branch

U.O. Note No.JD-11/Misc,/2004-Genl.

Dated : 21.02.2009

ANNUAL ACTION PLAN FOR THE 2009-10

| S.No. | Name of the Item | Works to be undertaken during the year 2008-09 |
|--------------|---|--|
| 1. | Maintenance of Hqrs. Office | A. Face lifting of Hqrs. building. B. Shifting of Branches in new Renovated Wings. C. Installation of Water Purifier in Hqrs. new building (renovated) D. Tie-up arrangement for Air ticketing Officers on tour - new TA/DA Regulations. E. Opening of new TORs. F. Ex-Servicemen as Security Guards. |
| 2. | Staff Car | Repair & Maintenance of Staff Car. |
| 3. | Meeting | Arrangement to be done for Standing Committee / Corporation & other meetings. |
| 4. | Furniture | Condemnation of remaining old Hqrs. furniture |
| 5. | AMC/Purchase of all Office equipment & electronic equipment | AMC/purchase of all office & electronic equipments viz. Fax, Photocopy Machine, EPABX, UPS / Telephone would be renewed in time. |
| 6. | Policies | On all these matters. |
| 7. | Stationery/Liveries | Providing all the stationery to the Branches & providing liveries in time. |
| 8. | Estate Office | Real issues / Property Tax, etc. to be disposed of within time. |
| 9. | Security Arrangements | To beef up security arrangement in offices spread all over India. |

EXAMINATION CELL

Subject:- Proposed Action plan for Direct Recruitment/LDCE for Rectt. Year 2009-2010.

A. Direct Recruitment to be conducted during the year 2009-2010

| Sl.No. | Name of the Examination | Present Schedule | Remarks |
|--------------------------------|---|--|---|
| ADMINISTRATIVE DIVISION | | | |
| 1. | Direct Recruitment of Steno (Part-II) | 15.03.09 | |
| 2. | Direct Recruitment of Jr. Hindi Translator | May 2009. | Advertisement released applications are being received last date being 23-02-2009 |
| 3. | Direct Recruitment test for the post of I.I. | To be notified after receiving the indents from the concern branch | 210 Vacancies filled up result declared on 11-02-2009 |
| 4. | Direct Recruitment of LDC | Being conducted by RDs. | |
| 5. | Direct Recruitment of Group 'D' (Peons) | Being conducted by RDs. | |
| MEDICAL DIVISION | | | |
| 6. | Recruitment of IMO Gr-II/Ayurvedic Physician/Dental Surgeon | Interviews to be conducted w.e.f. 09.03.2009 | Recruitment as per action plan 2008-09 is under process |
| 7. | Recruitment of Specialist Gr. II | April & May 09 | Interviews for state other than A.P., Kerala, Orissa, Chennai & Delhi. |
| 8. | Recruitment of Para-Medical staff of ESI Hospital, Phulwarishariff, Patna | May 2009 (EXAM) | Advertisement to be released |
| 9. | Recruitment of Para Medical Staff for Adityapur Hospital | June 2009. (EXAM) | Advertisement to be released |
| 10. | Recruitment of Para Medical Staff for Gurgaon Hospital | July 2009 (EXAM) | Advertisement to be released |

ated Departmental Competitive Examination :-

| Sl.No. | Name of the Examination | Present Schedule | Remarks |
|--------|--|--|--------------------------------|
| 1. | Quarterly Type test/Special Type test for the candidates who have been regularized on the basis of test held on 11.5.03 & 17.10.04 | April 2009 | |
| | | July 2009 | |
| | | October 2009 | |
| | | January 2010 | |
| 2. | Half Yearly Type test/Computer Test for the candidates appointed on compassionate ground | July 2009 January 2009 | |
| 3. | LDCE for promotion to the post of Lower Division clerk | April 2009 | To clear the backlog vacancies |
| 8. | LDCE for promotion to the post of Assistant | April 2009 | To clear the backlog vacancies |
| 9. | LDCE for promotion to the post of Upper Division Clerks | April 2009 | To clear the backlog vacancies |
| 4. | LDCE for promotion to the post of Insurance Inspector | August 2009 | |
| 5. | LDCE for promotion to the post of P.A. | August 2009 | |
| 6. | Stenos. Speed test for grant of advance increment to the existing Stenographers | September 2009 | |
| 7. | LDCE for promotion to the post of Stenographers | September 2009 | |
| 10. | Assistant Director/Section Officers | Recruitment Regulations under amendment. Date for test under Departmental promotion quota to be notified later | |

As per directive of Ministry, LDCE in respect of posts, for promotion to LDC/UDC/Assistant etc. is to be completed by 21st April to ensure that backlog vacancies of reserved category is cleared. As such, it is advisable to hold above examinations online for which revamping of pattern of some of the departmental examination is under consideration. In case online examination is finalized, exam will facilitate in expediting the entire process i.e. holding of exam, result etc.

The Action plan as proposed above is to be submitted before Director General for approval.



CASH BRANCH

Subject: Submission of Annual Action Plan of Cash Branch for the year
~~2009-10.~~ 2009-10.

A copy of Annual Action Plan for the year 2009-10 is forwarded
herewith for information and necessary action at their end.



(Manjeet Singh)

SECTION OFFICER

Estt. IV, Hqrs. Office

U.O. Note No.F-28/14/1/07-Misc./Cash

Dated: 25-2-09

ANNUAL ACTION PLAN FOR THE YEAR 2009-10

- (i) Preparation and disbursement of 2nd installment of arrears arising out of 6th Pay Commission.
- (ii) Assessment and deduction of Income tax on 2nd installment of arrear of 6th Pay Commission.
- (iii) Preparation of Salary Bills by 20th each month.
- (iv) Booking of Air-tickets/Rail tickets through Agency and settlement of bills as per agreement within time frame.
- (v) Preparation of all GPF Advance, LTC Advance, TA Advance, Bills within 2 days of receipt of Sanction.
- (vi) Settlement of TA/LTC Advances within 14 days of the receipt of the bill.
- (vii) Payment of TA/DA to Standing Committee / Corporation members and settlement of Temporary Advance for this purpose & other temporary advances.
- (viii) Deposit of Income Tax & TDS before due date.
- (ix) Submission of Quarterly Income Tax Return & Annual Return before due date.
- (x) Income Tax Assessment as under:-
 - a. In the month of March.
 - b. Review of the assessment in the month of October.
 - c. Finalisation of Income Tax Assessment in the month of February.



(Manjit Singh)

SECTION OFFICER