



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-

No. A-27/17/1/6th CPC/2008-E.III

Dated: 14-01-2009.

MEMORANDUM

Sub: Implementation of Government's decision on the recommendation of the Sixth Central Pay Commission – training to be imparted to the Group 'D' employees who do not possess the minimum education qualification- regarding.

Attention is invited to this office letter of even number dated 21-11-2008 wherein the steps to be initiated for fixation of pay in the revised pay scale in respect of Group D employees other than Record Keepers was circulated. In this regard it has further been decided that the Group D employees (other than Record Keepers) who do not possess the minimum educational qualification of either 10th or ITI or equivalent will be trained before Feb, 2009 through the Zonal Training Institutes under the supervision of Additional Commissioner, National Training Institute. The Additional Commissioner (NTA) is also hereby requested to do the needful by deferring all other training programmes, if necessary. It has further been decided that the course contents to be devised for the proposed training programme the incumbent Group D employees will be trained in English, Arithmetic basic computer knowledge, General Awareness, Office procedures and on the basic features of the ESI Scheme. The schedule of the Training may be finalized by Additional Commissioner (NTA), so that, the course content is covered within 10 working days.

All the appointing authorities are advised to liaison with the Zonal Training Institutes to draw the training schedule ^{also} so that the time schedule given above is adhered and on the successful completion of their training the individual employees may be placed in Pay Band 1 in the running pay band of Rs. 5200-20200 with grade pay of Rs. 1800. However, the exercise of grant of these pay scale should be finalized positively by 01-04-2009.

2. Those regions/officers doing recruitment of Peons should ensure the following:-
 - i) The minimum educational qualification of 10th with English as given in the recruitment rules is adhered to.
 - ii) The newly recruited Peons should be placed in PB-I in the running pay band of Rs. 5200-20200 with the Grade Pay of Rs. 1800/-.


This Memorandum clarifies all the doubts raised by the Regional Directors/Medical Superintendents and should be complied with.


(S.K. SHAH)
JOINT DIRECTOR

Copy to:-

1. All Regional Directors/ Dir.(M) Delhi/ Medical Superintendents ESI Hospitals, Basaidarapur/ Jhilmil/ Okhla, New Delhi/ Noida/ K.K. Nagar, Chennai/ Joka (Kolkata), All ESIC Model Hospital/ Jt. Director-E-V (Hqrs.)/ SSMC/SMC/Directors/Joint Directors (I/c).
2. Addl. Commissioner (NTA) in continuation to this office letter No. A-27/27/2/6th/CPC/2008-E.III dated 30-12-2008 and this disposes his letter No.A-35/15/Trg./43/08-NTA dated 24-12-2008 & 13-01-2009.
3. Director (System) with a request to upload this Memo in ESIC website.

11 Desktop/Rama/Memorandum

P.A.

16/1/09