

**HEADQUARTERS' OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN: C.I.G. MARG: NEW DELHI**

No. A-40/12/Misc./09-E.III

Date: 16.06.2009

**MEMORANDUM**

**Sub: Sanction of various allowance/honorarium payable – reg.**

In order to regulate sanction of various allowances/ honorarium the approval of competent authority is hereby conveyed as under:-

Sl. No.	Nature of work	Amount	Remarks	
1.	Conducting departmental inquiry	<i>For Retd. Officers working as Inquiry Officer</i>	If enquiry is completed on the date of preliminary hearing by admitting the charge by charged officer/official, 50% of the remuneration/honorarium is payable. Full amount is payable if full-fledged inquiry is held and inquiry report is submitted within 6 months from the date of appointment of inquiry officer. In case of delay beyond 6 months, the honorarium/amount may be reduced by the competent/ appointing authority if delay is on the part IO.	
		<i>For serving officers other than Director/ Jt. Director (DE)</i>		Rs.6500/- per case and Rs.1000/- for every additional charged official in case of common inquiry proceedings
		<i>For Presenting Officer</i>		Rs.1000-2000 per case
2.	Special work of an occasional or intermittent character	Maximum of Rs.5000/-	The said honorarium will be payable on the recommendations of the controlling/recommending officer for work of exceptional nature which cannot be completed in normal duty hours or for any exceptional work provided no compensatory off is availed by the official.  The Principal Officers and Additional Commissioner (P&A) are empowered to sanction such honorarium	
3.	Cash Handling Allowance	As per existing GOI instruction circulated by H.Q. office from time to time.		
4.	Over Time Allowance	As per existing GOI instruction circulated by H.Q. office from time to time.		
5	Examination related work, delivery of lectures at NTA etc.	As per existing instructions issued by Hqrs. Office from time to time.		

  
**(RAKESH KUMAR)  
SECTION OFFICER**

To

All Regional Directors/ Addl. Commissioner (NTA)/ 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).

Copy forwarded to :-

- 1 All Dy. Director (Fin.)/ Jt. Director (Fin.), of all Regions.
- 2 A.C.(NTA), Rohini.
- 3 Director (Fin.), Hqrs.
- 4 Director (System) with request to put this Memorandum on the web site of ESIC.
- 5 All Branch Officers of Hqrs. Office.