



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

No.A-40/Misc/2007/A/cs-V

Dated: 12-1-2009

To,

All Regional Directors/Jt. Director(I/c), R.O/S.R.O.
Medical Superintendents,ESI Hospitals/Model Hospitals/D(M)D
All JD(F)/DD(F)/AD(F)-R.O.s/SROs/Hospitals

Subject:- Issue of Pensioners Identity Card.

Sir,

The Financial Commissioner has approved the revised proforma(copy enclosed) in which Pensioners Identity Cards(PIC) have to be issued to each of the pensioners/family pensioners wherever application for such card has been received by the Corporation. In this regard the following guidelines are issued:

1. While issuing blank pension application form to a retiring employee, an application for issue of Pensioners Identity Card may also be enclosed. This may be prepared as per the format of the ID card itself for submission by the retiring employee after filling up the columns indicated therein along with the appropriate photographs of desired size.
2. Such applications for the ID card may be processed separately and pocket size fully laminated cards with prescribed columns on the obverse and reverse may be issued to the pensioner free of cost.
3. Photographs/signature etc., may be scanned to the card, if feasible.
4. The PIC may be issued to the retiring employee within one month of issue of PPO.
5. If particulars of bank account meant for crediting pensionary benefits is available at the time of preparation of the card, the same may be incorporated in the enclosed proforma of the card.
6. The validity for the ID card shall be 5 years, at the end of which, if applied, a new card may be issued without charging any fee. A new PIC may also be issued free of cost after the expiry of 3 years from the date of issue provided it is certified that the existing card has been lost or mutilated.
7. If a card is to be replaced before the expiry of 3 years for any reason, a fee of Rs.25 may be charged from the applicant.

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8. Notwithstanding the validity period of a card issued to a pensioner, a new PIC may be issued free of cost to a family pensioner, if applied, as and when due.
9. Pensioners Identity Card may be issued free of cost to existing pensioners/family pensioners, if application is received in the prescribed form

Receipt of this letter may be acknowledged.

Encl: As above.

Yours faithfully,


(M.A. ELIKOTTIL)
DIRECTOR (FIN.)

Copy to:

1. Jt. Director, Est..I, II, III,IV, V
2. The Librarian, Hqrs./Hindi Cell Hqrs. for Hind version
3. Director (F)-II, JD(F),DD(F), DD(F), (Rohini) Hqrs. Office
- ✓ 4. Director, Systems for uploading on the website
- 5.

PROFORMA

EMPLOYEES STATE INSURANCE CORPORATION

-----OFFICE



Pensioners Identity card

Obverse

| | |
|---|--|
| Photo of the pensioner (with signature and seal of issuing authority) | Name |
| | Date of birth |
| | Permanent Address |
| | Mobile number |
| | Residential number |
| | Blood Group |
| | PAN No. (If any) |
| | Signature |
| Seal of the office | Signature of the issuing authority with name and designation |

Reverse

| | |
|--|---------------------------------|
| Photo of the pensioner with spouse /nominee (with signature and seal of issuing authority) | Date of entry in service |
| | Date of retirement |
| | Post held before retirement |
| | Pay scale and last pay |
| | Original pension sanctioned |
| | PPO No. and date |
| | Name of spouse/family pensioner |
| | Date of birth |
| | PAN No (If any) |