

**LIST OF PUBLICATIONS OF VARIOUS PROCEDURES/RULES/REGULATIONS/NORMS IN
THE ESI CORPORATION**

Sl. No.	Name of the Book	Edition/Year of publications	Branches
1.	ESIC Medical Manual (Regarding procedure to be followed by the IMOs for certification and grant of medical benefit).	4 th (Revised) Sept. 2002	Medical-I
2.	Local Office Manual (Regarding procedure to be followed for payments etc. to the beneficiaries in the Branch Office).	3 rd /2000 (in hard bound)	Insurance-III
3.	ESIC Manual of Audit & Accounts Vol. I (Regarding General Rules & Principles followed in Fin. & A/cs. Division).	3 rd /1990	A/cs-V
4.	Revenue Recovery Manual	1993	Revenue Recovery Cell
5.	Manual of General Office Procedure (Regarding procedure to be followed by the officers/officials of the ESIC) Bilingual	2002	MSU Branch
6.	Record Retention Schedule (Reference book for ESIC Offices regarding retention period of various documents and records in ESIC).	2000	-do-
7.	Combined Booklet of Delegation of Powers RDs/JDs/Directors/JD-II	2005	-do-
8.	Hand Book on file Indexing/Double file system/recording and weeding out of records with instructions (Regarding filing procedures etc.)	2002	-do-
9.	Management Information System for ESIC Hqrs' office (Regarding various reports and returns to be received from field)	2000	-do-
10.	Norms and Standards of Staff requirement for ESI Hospital & Dispensaries	2002	Medical-I
11.	Drug Formulary-1998/ESI Pharmacopoeia	1999	-do-
12.	ESIC Central Rate Contract No. 120 for supply of Drugs etc.	2004	-do- (RC Cell)
13.	ESIC Tender Inquiry Form for Annual Rate Contract for supply of drugs and dressings	2004	-do- -dr-
14.	Compendium of Important Instructions issued by Fin. & A/cs Division	1 st /2005	A/cs-VI
15.	Compendium of Important Instructions issued by Construction Division. ESIC	2005	Construction Branch
16.	Hand Book of ESIC Lands and Buildings (Regarding details of estate property in the ESIC)	2001	-do-
17.	ESIC Construction Norms of Dispensaries and Diagnosties Centre etc.	1992	-do-

18.	Compendium of Important instructions for ESI Hospital - 5 bedded	-	-
19.	Construction Norms for 100-Bed ESI Hospitals	1992	Construction Br.
20.	Important Decision of SC & ESIC	2005	Corporate Cell
21.	Standard Sickness Benefit Rates		Benefit-II
22.	Compendium of Important Instructions for Insurance Benefit		-do-
23.	Ready Reckoner Standard Benefit rates	1998	-do-
24.	ESIC Staff & Conditions of Service Regulations 1959		Estt. Branch I(A)
25.	ESIC Act & Regulation-1950		Pvt. Pub. Available in the market
26.	Employees' Guide*	2004	PR Branch
27.	Central Rate Contract No. 125	2005	Medical-V
28.	ESIC Revised MIS Reports & Returns from Local Office to Regional Office		MSU
29.	Delegation of Powers of Branch Manger, ESIC (Bilingual) -		-do-
30.	List of Officers of ESI Corporation		Estt Branch-I
31.	List of officers of ESI Corporation	2001	Estt. Branch I(A)
32.	List of officers in the ESIC	2000	-do-
33.	ESIC Annual Report* Annual Report	2003	PR Branch
34.	Employees Guide*	2002	-do-
35.	ESIC Telephone Directory*	2005	-do-
36.	Citizen Charter*	2004	PR Branch