



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI-2**  
**(AN ISO 9001-2000 QMS CERTIFIED ORGANIZATION)**  
**e-mail: jd-admin2@esic.nic.in**

**No: A-33/11/1/2004- E-II**

**Dated: 07.10.2009**

**To,**

Regional Director/ JD I/c,  
Regional/ Sub Regional Office,  
ESI Corporation,  
.....

**Sub: Recruitment and deployment of official staff in Regional offices/Sub Regional offices.**

**Sir,**

This office has been receiving complaints from Regional Directors/Joint Director I/Cs that there has been an acute shortage of staff in every cadre and hence the need to contractual workers in our offices. In this background a thorough review was undertaken by AC(P&A) in consultation with various Divisions involved in recruitment and posting namely recruitment, E-I & E-II Branches of Hqrs. office and the position is as follows:-

- (i) In recent times, Hqrs. has allowed recruitment in all feeder cadres namely Peon, LDC, Stenographer, Jr. Hindi Translator, Inspector and Deputy Director whereby Regional Directors have already completed recruitment for the posts where he/she is the appointing authority for the entire region also taking into requirement of Hospitals and SROs of the respective region. The Hqrs. where AC(P&A), IC, DG are the appointing authorities have also undertaken recruitments processes.
- (ii) More-over, during the last 1½ years, promotions in various cadres involving limited departmental examination and DPCs have been allowed and maximum numbers of posts have been filled up by R.Ds & M.Ss.
- (iii) Hqrs. has also allowed outsourcing of services involving security and house keeping functions and to a limited extent dispatch (through India Post/Courier services) including dispatch of TICs/PICs, Data Entry work namely live list and handling of Reception by following guidelines and GFR etc.
- (iv) Grant of benefit of Organised Gp 'A' Service resulting creation additional posts.

With the above position, there is no ground for complaining shortage of staff except in the cadre of Deputy Director which is under process with UPSC and to some extent in newly created Region (for the post of UDCs & Asstts). Instructions already issued by Hqrs. for clearing of records, weeding out, merger of Branch offices, re-processing of existing work for better man hour utilization and importantly re-appropriation of staff required to be completed so that maximum productivity with the existing man power is achieved in the organization.

It is also to be stated that the R.Ds should ensure that the SROs are allowed the staff as per their sanction or as re-appropriated. In case of shortage of staff, SROs should first take up the matter with the concerned R.O to solve the problem. Hqrs. may be approached only if their problem is not solved at the R.O level.

This issues with the approval of Insurance Commissioner. Please acknowledge the receipt of this communication.

Yours faithfully,

**(R.KESHAVA DAS)**  
**JOINT DIRECTOR-E-II**

**Copy for necessary action & information to:**

- (i) D(M)D/M.S
- (ii) All Branch officers of Hqrs. office
- (iii) JD, SRO, Thane- wrt his letter No. 34-A/contractor employees/Admn./07 dated: 28.08.09