



**EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI**

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No. S/11/18/Instruction/96/Bft.II

Dated: 17.11.08

MEMORANDUM

Sub:-Inspection of Branch Offices and branches of regional office, sub-regional office and divisional offices.

I am directed to draw your kind attention to the Hqrs. Office letter No. ins-I-15(4)1/74(1) dated 4-5-1976 (copy enclosed) & subsequent letter & D.O. letter of even No. dated 6-11-97 & 8-11-2004 and to say that the inspection of branches of Regional Offices, SROs & Branch Offices are not being conducted as per Hqrs. instruction. The position has been reviewed in r/o of all the regions and sub-regions and it is seen that 32 regions and sub-regions have not conducted branch office inspections for the last five half years.

After review it has been decided that the Inspection of branches of ROs/SROs/BOs and Branch Offices be conducted as per the following guidelines:-

- 1) Branches of ROs/SROs be inspected once in every 6 months, the 1st one by branch officer and second one by an other Officer nominated by the Joint Directors (I/c) Regional Director. The detailed Inspection report be submitted to the Regional Director/JD I/c.
- 2) RDs/JDs I/c should review the Inspection Report of the Inspecting officer and if any shortcoming /error is found, RD/JD I/c should inspect the branch himself.
- 3) RDs/JD I/cs should carry out a sample check of the branches where working has been reported to be satisfactory to review the report submitted by the Inspecting officer.
- 4) It has further been decided that All RDs/Directors/JD I/cs shall conduct four Inspections of Branch Offices and Sub-regional, Divisional Offices themselves per year. Also the Regional Director/Joint Directors (I/c) should report the reasons for not conducting inspection of branches of Regional Office/Sub-Regional Offices and branch Offices to Hqrs. Office along with the names of the officers who were earmarked such inspections.

This issues with the approval of Insurance Commissioner.


(A.K.Mukhopadhyay)
Joint Director (B)

To

All RDs/Directors/JD I/cs/ROs/SROs

Copy to:-Inspection Cell, MSU Branch and Official language Cell for Translation
Hqrs. Office.