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**HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI  
(ISO: 9000-2001 Certified)  
Website: <http://esic.nic.in> / [www.esic.org.in](http://www.esic.org.in)**

**No. D-36/12/Security Tender/2005-06/ CT**

**Dated: 01.08.2008**

**C I R C U L A R**

**SUB.: (a) SECURITY ARRANGEMENTS IN OFFICES OF ESIC  
(b) ENSURING LABOUR LAWS & TIMELY PAYMENTS FOR  
PERSONS DEPLOYED THROUGH OUTSOURCING  
AGENCIES.**

Please refer to the instructions issued from time to time on above mentioned subjects. Keeping in view the threat perception arising out of terrorist acts and loss of life and properties, it is essential to beef up security of our staff & buildings. It is, therefore, reiterated that following measures may be taken to avoid any lapse in the security arrangements of the office.

1. As per instructions issued vide this office circular of even number dt. 23.10.2007, the ex-servicemen with good character, conduct and behaviour below the age of 55 years only be deployed as security guards/security supervisors to the extent mentioned in above instructions.
2. The security personnel must watch that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises.
3. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places. Trolley mirrors, wherever required may be provided for the inspection of four wheelers/other vehicles.
4. There should be proper arrangements for keeping the keys of rooms of the building.
5. Necessary number of security personnel may be deployed who may take round of the building at fixed intervals.
6. The security personal must have the telephone numbers of the nearest police station, fire station, ambulance & Officers of ESIC.
7. Security officer/Assistant Security Officer/Security supervisor must organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
8. All the officers and staff should possess their identity cards and on demand of the security personnel that must be displayed to the concerned security personnel. The security personnel must not hesitate in checking the bags/briefcases of the visitors and if need be a suitable arrangement for keeping the bags/briefcases at the security gates of the building may be worked out.

9. The visitors should be allowed inside the office building only with proper passes to be issued by the reception personnel including entry in visitors' register. The pass should be returned to the reception personnel with signature of the officer who has been visited and departure time of the visitor. They may devise a form for the above purpose. The pass may be issued with single day validity. Visitors include retired staff and officers and of Branch Offices/Divisional Office visiting RO/Hospitals/DMD Offices.
  10. The Head of the Office may arrange surprise visits at fixed intervals by nominating officers on rotation as duty officer for the week.
  11. Office files/papers/equipment or machinery may be allowed to be taken out of the building only with proper gate pass under the signature of Competent Authority.
  12. AC (P&A)'s DO letter No. AC (P&A)/Pers/3/2008 dt. 01.08.2008 may also be referred on above issue.
- B. Ours being an organization functioning under the Ministry of Labour, it is necessary to ensure observance of all Labour Laws and timely payment to all persons engaged through outsourcing agency for which following parameters may be ensured.
1. Such security/outsourcing agencies are registered with Contract Labour (Regulations & Abolition) Act 1970 (as applicable) and coverage under ESI & PF Acts.
  2. Minimum wage as fixed by State Govt. for the category of workers is paid to the persons deployed which may be continuously watched to bring to the notice of the contractor, besides implementing offices of State and Central Govt.
  3. Payment on last working day of the month to the workers deployed: a certificate from service providers to the effect that they are covered and that all statutory Labour Laws are complied with, is to be attached by the contractors along with their monthly bills. The payments to the persons deployed may be made in the presence of a representative of Head of the Office.
  4. Our office should provide basic amenities like change room, stationery, drinking water & torch light etc., for efficient performance of their duties.
  5. A compliance report towards all contracts may be sent to the undersigned by E-Mail ([dahiyams@hotmail.com](mailto:dahiyams@hotmail.com)) every month by 10<sup>th</sup> of the following month.

Suggestions for improvement on issues referred are most welcome.

This issues with the approval of the Addl. Commissioner (P&A).



**(M.S.DAHIYA)**  
**JOINT DIRECTOR (G)**

To

All RDs/JDs(I/c)/MS/DMD/SSMC/