



EMPLOYEES STATE INSURANCE CORPORATION
'PANCHDEEP BHAWAN', C.I.G ROAD, NEW DLEHI - 110 002.
Website - esic.org.in

((011) 23234092

No.Z-11/14/86-Ins.II

Dated : 4.03.2009

CIRCULAR

Sub: Approval of tour programmes of RDs and JDs Incharge of Regions and Sub-Regions - Delegation of Power - regarding.

In recent times, it has been observed that a good number of Regional Directors / Joint Directors i/c are frequently called to Hqrs.' Office by Principal Officers and Divisional Heads for meetings/discussions on various matters like Construction, Revenue, Benefit , Administrative and other important issues.

Those apart, sometimes they are also summoned by various **Courts of Law** and **Departmental Inquiry Authorities** for tendering evidence and to attend **RDs Conferences** held outside their own Hqrs.'

In most of the above occasions, the RDs/JDs I/c have no option but to compulsorily undertake the tours and the Competent Authority has to accord sanction/approval without exception.

Approval of Tour Programmes of Regional Directors and Joint Directors (I/c) of Regions and Sub-Regions for tours undertaken outside their jurisdiction is dealt with by Benefit Branch - II of Hqrs.' Office and administrative sanction is accorded by the Insurance Commissioner, being the Controlling Officer. On the other hand, the RDs and JDs I/c are fully empowered to sanction their own tours for the areas falling under their respective jurisdiction.

Keeping the above facts in view and in order to simplify the procedure of tour sanction as well as to dispense with a routine and repetitive nature of work at Hqrs.' level, **the Director General is pleased to delegate full powers to the Regional Directors for sanction of their own tour programmes and tour programmes of all the officers**

incharge of Sub-Regional Offices and Divisional Offices under their jurisdiction, in respect of tours undertaken outside their Region/ Sub-Region / Divisional Offices in connection with the following occasions:-

- 1. Attending RDs Conference.**
- 2. Appearance before a Court of Law.**
- 3. Attending Departmental Inquiry.**

The SROs/Dos (I/c) will submit their Tour Programmes to respective RDs for approval/sanction. All the RDs are to send prior information to the I.C./Hqrs.' Office about all outside tours undertaken by them and SRO/DOs (I/c) under them. The Regional Directors are also to submit a consolidated monthly statement of all tours undertaken by them and their subordinate officers to Hqrs. Office by the 10th of every month (Proforma enclosed). The Regional Fin. & A/cs. will verify and regulate the mode / class of journey and admissibility of TA/DA etc. as per extant rules and orders.


 4.3.09.
(A.K. MUKHOPADHYAY)
Joint Director (Bft.)
for DIRECTOR GENERAL

To
 All Regional Directors/ Director/
 Joint Directors (I/c) of Regions/Sub-Regions/ Divisional Offices.

Copy to :

1. PS to DD/FC/IC/MC/CE/AC(P&A)/AC(REV.)
2. All the Officers of Hqrs. Office including Hqrs., Rohini Exten.
3. Joint Director (OL) for translation please.
- ✓ 4. Joint Director (System) for uploading on the net.
5. Guard File/Spare Copy.

ESI CORPORATION
Regional Office

.....

(To be sent to Hqrs Office by 10th of every month)

Sub: Monthly report to Hqrs. Office regarding tours undertaken by the RD & JDs(I/c) of SROs/Dos.

Sl. No.	Name & Designation of the officer	Period of tour (date of departure from RO/SRO and date of arrival at RO/SRO)	Purpose of the tour in brief	Reference No. & date of intimation sent to Hqrs' Office	Remarks, if any

(Signature of the Regional Director)

Name:-

Date:-

Place:-

To

The Insurance Commissioner
ESI Corporation
'Panchdeep Bhawan'
CIG Marg, New Delhi-2