



**HEADQUARTERS**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.**  
<http://esic.nic.in>

**No. A-22/13/2/07/Misc.-E.I**

**Dated : 16.7.2008**

To

1. All Regional Directors/ Director, Pune / Jt. Directors I/c/JD-E.V, Hqrs.
2. Addl. Commissioner (NTA).
3. All Medical Superintendents, ESICH/ESICMH/SSMCs/SMCs.
4. D(M)Delhi/D(M) Noida/Director (FWP), New Delhi.
5. Official Language Branch, Hqrs. Office for Hindi version.
6. Guard file/spare copy.

**Sub: Demand of the staff/officers by the Regional Offices/Sub-Regional Offices.**

Sir/Madam,

It is stated that the Regional Offices/Sub-Regional Offices have time and again complain that the shortage/withdrawal of officers/staff from their Regional Offices/Sub-Regional Offices hamper the smooth functioning of their offices. However, on review of the position in Hqrs. it is observed that in some regions the strength of officers/staffs was sanctioned long back. Since then, there is a considerable decrease in the key areas like the number of IPs, employers, branch offices etc. Hence to have a clear picture of the position and to assess to ensure provision of staff in such a way to ensure optimum utilization of available human resources, the information in following proforma may be sent to the undersigned by 25<sup>th</sup> July, 2008:-

**Position when the strength was last sanctioned**  
**(Please mention the date/year of sanction \_\_\_\_\_)**

Sl.No.	Number of IPs	No. of employers	No. of Branch offices	Inspection offices	No. of live employers files
1.	2.	3.	4.	5.	6.
No. of closed files where units have been closed and no action is pending	Date when the last weeding out was done	Availability of computers in RO/SROs Branch Offices	No. of persons engaged through outsourcing agencies against Gr. 'C' and 'D' vacancies		
7.	8.	9.	10.		

**Position as on July, 2008**

Sl.No.	Number of IPs	No. of employers	No. of Branch offices	Inspection offices	No. of live employers files
1.	2.	3.	4.	5.	6.
No. of closed files where units have been closed and no action is pending	Date when the last weeding out was done	Availability of computers in RO/SROs Branch Offices	No. of persons engaged through outsourcing agencies against Gr. 'C' and 'D' vacancies		
7.	8.	9.	10.		

Yours faithfully,

Sd/-

**(DEEPAK JOSHI)**  
**JT. DIRECTOR-E.I**

Copy to Joint Director-E.III, Hqrs. for information



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**Sub: Measures to check the response time in communication between field units and Hqrs. - regarding**

Sir/Madam,

While reviewing the functioning of the Establishment Branches of Hqrs. Office, the Additional Commissioner (P&A) has observed that response time on the references received from Regional Offices/SROs and the queries raised by Hqrs. Office from the field offices are much higher which creates on one hand the bottlenecks in the functioning of the organisation and on the other hand results in delay in disposal of the cases and redressal of individual's grievances.

Hence, in order to check the delay in response from the Hqrs. Office as well as from field units the following measures are being suggested for strict compliance:-

1. Efforts are being made to provide maximum delegations to the field units to cut undue delay. However, in such cases where the Competent Authority is Hqrs. Office, only the proposals complete in all respects should be forwarded, to avoid any back reference. For example, the requisite proforma for the leave/LTC, change of home town, etc. should be filled up properly and duly certified by the Deputy Director (Fin.)/Jt. Director (Fin.) or the controlling officers as the case may be.
2. Power of sanction of leave in respect of Regional Directors/ Joint Director I/cs has been delegated to the Additional Commissioner (P&A). However, in these cases the Insurance Commissioner is the controlling authority. Hence, before furnishing the leave application to Hqrs. the prior approval of the Insurance Commissioner may be obtained telephonically and this fact should be mentioned in the forwarding letter to avoid undue delay due to processing of the request through different channels.
3. The issues on which instructions/guidelines are clear may be decided at the level of Regional Office. Only such issue which needs the policy decision or interpretation of any rule/instructions of Government or the cases which need reference to the Ministry or DOPT may be referred to Hqrs. after due examination and with the specific opinion of the Regional Director/ Jt. Director i/c as well as Deputy Director (Fin.)/Joint Director (Fin.).

4. The normal cases involving personnel issues and in the policy cases concerning Establishment if no response is received from Hqrs. within one month or two month respectively a letter addressed to Additional Commissioner (P&A) by name along with copy of the last reference may be sent for proper monitoring at Hqrs.
5. It is also requested that as and when some reference have been made from the Hqrs. or some information is called for supplying to the MOL&E or other statutory authorities, the head of offices should personally ensure that the desired information should reach Hqrs. within stipulated time period.

With the above measures the efforts will be made to check the delay and to reduce the response time. Accordingly, the cooperation of all concerned is solicited in the above areas.

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

Yours faithfully,

Sd/-

**(DEEPAK JOSHI)**  
**JT. DIRECTOR-E.I**

Copy to all Divisional Heads/ Officers in Hqrs.

Sd/-

**JT. DIRECTOR-E.I**



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**Sub: Setting up of DPC Cell (Non-Medical) – reg.**

Sir/Madam,

Director General has approved constitute of a full fledged DPC Cell (non-medical) at Hqrs. Office consisting of following officer/official:-

1. Section Officer
2. Two D.As.

The Cell will work under Jt. Director, E.I. Br.

The function of the DPC Cell will be as under:-

- a) To ensure timely receipt of CRs from field units.
- b) Periodical review of RRs (Non-Medical).
- c) Preparatory action for holding DPC for non medical officers within prescribed time limit.
- d) Liaison with UPSC and other agencies.

Henceforth, all the correspondence with regard to above mentioned subjects will be made with the DPC Cell at Hqrs. Office.

Yours faithfully,

Sd/-

**(DEEPAK JOSHI)**  
**JT. DIRECTOR-E.I**