To
The Regional Director/Joint Director I/c,
Regional Office/Sub-Regional Office,
ESIC
NCR Region/Mumbai/ Chennai/Kolkata

Sub: User friendly Special Drive for coverage of employees and issue of Pehchan Card.

Sir/Madam,

This office is in receipt of number of complaints regarding denial of ESI Benefits to the workers due to non-registration under the ESI Act but the complaints so forwarded to Regions were attended very casually without according any priority.

Hence, to assess the extant of evasion of coverage/denial of benefit, it is decided to start special survey drive in NCR & Metros in the first phase. The teams framed for this purpose is as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Region where drive is to be carried out</th>
<th>Name of D.D./Asst. Director who will be heading the team</th>
<th>Designation</th>
<th>Names of S.S.O.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Noida</td>
<td>S.K. Rana</td>
<td>A.D. SRO, Okha</td>
<td>Sandeep Goel/ Subhan Kant Thakur</td>
</tr>
<tr>
<td>2</td>
<td>Okhla</td>
<td>A.K. Mahan</td>
<td>A.D., Hqrs.</td>
<td>A.K. Gautam/ R.S. Mehra</td>
</tr>
<tr>
<td>3</td>
<td>Gurgaon</td>
<td>Azad Singh</td>
<td>A.D. Noida</td>
<td>Hemant Duggal/ Satyawan Singh</td>
</tr>
<tr>
<td>4</td>
<td>Faridabad</td>
<td>S.L. Meena</td>
<td>D.D. Gurgaon</td>
<td>Anil Katyal/ Satish Katyal</td>
</tr>
<tr>
<td>5</td>
<td>R.O. Delhi</td>
<td>Ravi Shanker</td>
<td>A.D. Faridabad</td>
<td>Anil Bhaskar/ Rajiv Bajaj</td>
</tr>
<tr>
<td>6</td>
<td>SRO Rohini</td>
<td>Ravindra Singh</td>
<td>D.D. Faridabad</td>
<td>Vinod Nagpal/ Kishan Kumar</td>
</tr>
<tr>
<td>7</td>
<td>Mumbai</td>
<td>Ravindra Singh</td>
<td>To be decided by concerned RD.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Chennai</td>
<td>To be decided by concerned RD.</td>
<td></td>
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<tr>
<td>9</td>
<td>Kolkatta</td>
<td>To be decided by concerned RD.</td>
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</table>

To be decided by concerned RD.
The following points may be kept in mind while carrying out drive:

1. Physical verification for survey drive is to verify the compliance position only, hence no record should be verified except, attendance, reg. challan, R.C., R.D.F.
2. Details of employees should be captured in prescribed proforma for physical verification.
3. In the first instance registration is to be done by employer. But in case of non-co-operation from employer the registration can be done by BO/RO using staff login within 2 days.
4. Teams will be carrying leaflets on latest initiatives and recent amendments for distribution to employers.
5. Period of Special Drive is starting from 1.2.2011 to 15.3.2011
6. Weekly progress report should be submitted to Hqrs. Revenue Branch by leader of each team detailing therein name of the unit inspected, no. of employees found on roll, no. of concealed employees found, whether registration for issue of Pehchan card is done etc.
7. Reports of surprise Inspection are to be submitted to respective RO/SRO within 2 days.

This has the approval of Director General.

Yours faithfully,

[Signature]

SUSHIL SACHDEVA
Assistant Director (Rev.)

Copy to:
1. All concerned officials.
2. Director / JD (NTA)
3. Director/JD Zonal (Vig.)
4. PPS/PS to DG/FC/CVO/IC/MC/A.C (P&A)
5. System Div. For insertion in Website.