No. S-11/18/Instruction/2011-Bft.II

Dated-21.07.2011

To,
All Regional Director/Director/Joint Director (I/c),
Regional/Sub-Regional/Divisional Offices,
ESI Corporation.

Sub:- Half yearly Inspection of Branch Offices.

Sir,

Reference is invited to this office letter no S-11/18/Instruction/96-Bft.II dated 10.03.2004 and 28.06.2005 on the subject cited above. On reviewing the position, it has been observed that neither the branches of RO/SRO nor the branch offices attached to ROs /SROs are being inspected and Half yearly statement of such inspections are also not being sent to Hqrs. Office regularly. Insurance Commissioner has viewed it seriously and directed to request you to send the Half Yearly Statement in the prescribed format MISRO/BNFT-05 for the period ending on 30th June 2010 and 31st December 2010 to this office at the earliest.

It is also desired that the Regional Directors/Jt.Dirs. (I/c) should also inspect branch offices attached to RO/SRO at least once in a year and Branch Offices inspection should be carried out keeping in view of the enclosed checklist.

You are requested to ensure that Half Yearly Branch Office inspections are carried out regularly and report in the prescribed format MISRO/BNFT-05 is sent to Hqrs. Office within 15 days of completion of the Half Year period as desired under the instructions.

Yours faithfully,

(R.S. Srivastava)
Joint Director(Bft.)

Encl: As above.

Copy for information and necessary action to:
1. Zonal Vigilance Officers.
3. Jt. Director (System) with request to upload the contents with enclosures in ESIC Website.
4. Jt. Director(OL) for Hindi translation.

(Handwritten)

Joint Director(Bft.)
Check-list for Branch Office Inspections:

(1) Six monthly inspection by Regional Office/Sub-Regional Office Officers.
(2) ECS payment position.
(3) Maintenance of registers and charts
(4) Position of grievances.
(5) Position of O&M meeting with employers and employees once in a month.
(6) Availability of drinking water, toilet facility, working space and other amenities as per Hqrs. Instruction issued in November, 2010 (copy enclosed).
(7) Position of PDB/DB cases (to be settled within one month).
(8) Position of Medical Board cases (settlement and payment within 3 days).
(9) Status of Pehchan Cards.
(10) Position of various signage of Branch Office and display boards showing benefit etc.
(11) Whether instructions issued from Hqrs.Office are reaching Branch Office?
(12) Interview of IP/visitors present during inspections towards any grievance and behavior of staff and Branch Manager.