



**HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI – 110002
(Website address: www.esic.nic.in)**

No. S-11/12/2/2008-Rev.II

Dated : 25.08.2014

CIRCULAR

Sub: Guidelines on structure and functioning of Central Analysis & Intelligence Unit

Enclosed please find the guidelines on structure and functioning of Central Analysis & Intelligence Unit, which has been set up in the ESIC Corporation, vide this office O.M. No.S-11/12/2/2008-Rev.II/MSU dated 21.08.2014.

Hindi version will follow.

Encls: As above

**(ARUN KUMAR)
Addl. Commissioner (Revenue)**

To

All ACs/RDs/JD (I/c)
RO/SRO/Hospitals,
ESI Corporation

Copy to :

1. PS/PA to DG/CVO/IC/MC/CE/IC(P&A)/IC(Recruitment).
2. System Branch for uploading the same on website.

Guidelines on Structure and functioning of Central Analysis & Intelligence Unit

With a view to simplify business regulations, improve on the ease of doing business and to ensure that the policy of labour inspections is transparent and free from discretion and frequent inspections of the same units are avoided, a Central Analysis & Intelligence Unit (CAIU) has been set up vide this office O.M. No.S-11/12/2/2008-Rev.II/MSU dated 21.08.2014 in the ESI Corporation. The CAIU shall have a mandate to order for inspection of units (factories & establishments) on the basis of evidence based inputs, secondary sources of data and set criteria and also based on the complaints received in any office of ESIC for default in compliance by factories/establishments under the provisions of the ESI Act. It is headed by an Insurance Commissioner.

Terms of Reference:

- 1) All complaints received in any office of ESIC relating to default in compliance by factories/establishments (requiring regular inspection) would be examined, action proposed and monitored by CAIU till its disposal.
- 2) The CAIU will analyze the data of compliance/non-compliance by employers covered under ESI Act and formulate evidence based criteria for inspection of units.
- 3) CAIU will also make necessary publicity to explain the aims and objectives of the CAIU to the general public at large and seek information in regard to the establishments that are not complying with ESI Act.
- 4) CAIU will develop and provide, in public domain, modes for providing information and for filing grievances.
- 5) The CAIU will liaison with other departments/ministries of the State and Central Government and/or their local offices, like Central Board of Secondary Education, Universities, Food and Drugs Administration, Ministry of Commerce, Ministry of Industries, Ministry of Micro, small and Medium Industries, Ministry of Corporate Affairs etc and obtain available data in regard to all establishments registered with them.
- 6) Similarly, associations like Confederation of Indian Industry, PHD Chamber of Commerce, ASSOCHAM and such other organizations may also be contacted and persuaded to share the data in regard to the establishments as well as any other data which is relevant to engagement of the manpower.
- 7) CAIU will also liaison with the trade unions at the national level as well as state level/district level to obtain the data in regard to the establishments as well as the manpower engaged by such establishments.