EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: CIG ROAD: NEW DELHI

No. S.11/17/1/2010/Insp  
Dated: - 11.01.2011

To
The Regional Director/Director/I/C
J.D/I/C R.O/S.R.O.

Subject: - Selection of Inspection Team Regarding......

Please refer to reconstitution of Inspection Team and inspection of regions/ Sub – regions during 2009-10. As per feedback received from pooling of officers from regions based on merit and experience and their inspection with due cooperation from our field offices and officers is quite positive and encouraging.

(2) The action Plan for 2010-11 is as follows:-

<table>
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<tr>
<th>Sl. No.</th>
<th>Name of the officer &amp; Designation S/SH.</th>
<th>RO/SRO to be inspected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team-4</td>
<td>1. R.S. Rohilla AD, Hqrs’ Office.&lt;br&gt;2. One AD./DD from Hqrs’ Office.&lt;br&gt;3. One SSO/AD to be nominated by Director (Inspection).</td>
<td>1. R.O Punjab.&lt;br&gt;2. R.O Himachal Pradesh .</td>
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</table>
Team leader of Inspection team are advised to conduct the inspection assigned to them and complete the inspection by 31st March 2011 and send the report within 7 days after conducting the inspection of the concerned region.

1. The man days given as decided is as follows:-
   a. 5 Lakhs and above Insured Persons: - 5 days for R.O/ Divisional Office and one day for Branch offices.
   b. 2 Lakhs and above but less than 5 Lakhs Insured Persons: - 4 days for R.O./S.R.O and one day for Branch Office.
   c. Below 2 Lakhs Insured Persons: - 3 days for R.O./S.R.O and one day for Branch office.

2. RDs / JD I/C from where Inspection Team are drawn are fully authorized to approve their tour programme.

3. ROs/ SROs which will be inspected will provide all required logistic and other support to the team.

4. On the last day, either Director (Insp). Or IC will be visiting for summing up 0 session.

This is for perusal and necessary action to all concerned.
This issues with the approval of Insurance Commissioner.

Yours faithfully,

(R.S.ROHILLA)
ASSTT. DIRECTOR (Insp)
M. No. 9818852864
I.P. No. 10011060

Copy to :-

1. Team leader /Member Sh. __________________
   For information necessary action.

   1. P.S to F.C./M.C./I.C./CVO./C.E.E.
   2. Director Revenue, Benefit, Finance, System.

(R.S.ROHILLA)
ASSTT. DIRECTOR (Insp)