

EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN', C.I.G ROAD,
NEW DELHI - 110 002.

Website - esic.nic.in ☐(011) 23234092

Rev. Instruction No. 6

No. S-11/13/1/1/2009-Rev-II

Dated : 3^o/9/2010

To

All RDs/Director/Jt. Dir
ESI Coporation
Regional Office/SRO/D.O

Sub : Duties and responsibilities of Social Security Officer

Sir,

As already intimated, the Insurance Inspector now has been re-designated as Social Security Officer W.e.f 01.06.2010. In view of this, the new job profile of Social Security Officer shall be as follows:-

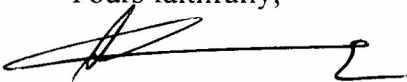
- He/she shall work as a Facilitator of Employers and IPs.
- He/she shall ensure that all coverable employers and employees within his jurisdiction are registered with the ESI Corporation
- He/she shall provide necessary assistance to all the beneficiaries under the ESI Act in getting the benefits for which they are eligible.
- He/She shall assist the employers in getting them and their employees registered, preparation of monthly contribution records/challan and in payment of contribution.
- He/she will also publicize the various benefits available under the ESI Act 1948 among the employees and their families.
- He/she will conduct inspections in order of priorities, laid down in the Inspection Policy, in force from time to time.

- While conducting the inspection, he/she shall ensure that all the employees working in the premises have been issued with the biometric cards. If he/she finds any employee who is not having biometric cards, he/she shall ascertain the reasons thereof and take necessary steps for capturing their biometric data, preparation of biometric cards and delivery of cards to I.P through Branch Manager.
- He/she shall also discuss with the employees working in the premises, at the time of inspection, about availability of benefits and shall make a report about their grievances, if any, on any type of deficiencies in Benefit Delivery System.
- The observation of Social Security Officer pertaining to the deficiency in services to the Insured Persons may be conveyed to Branch Manager with endorsement to Branch Officer Benefit branch
- He shall carry with him leaflets/publicity materials on the scheme to the extent possible

This issues with the approval of the Director General.

This instruction may be brought to the notice of all concerned.

Yours faithfully,



(ARUN KUMAR)
DIRECTOR (REV.)

Copy to :

- 1) All officers/branches at Hqrs office
- 2) All zonal vigilance unit.
- 3) Director, System - for website
- 4) SRO/DO, Rohini/Okhla/Nand Nagari