



मुख्यालय  
कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

पंचदीप भवन, सी आई जी मार्ग, नई दिल्ली-110002

No. Z-11/11/2/Imp. Circulars/2018/M-IV

Dated : 13/04/2018

To,

1. Directorate (Medical) Delhi.
2. Directorate (Medical) Noida.
3. Medical Superintendents – of All ESIC Hospitals.
4. Deans – of All ESIC PGIMSRs & Medical Colleges.

Sub : Overpayment of Pay and Allowances to Medical, nursing and Para-medical staff.

Madam/Sir,

During the examination of certain cases referred to HQrs for administrative action against employees who remained on unauthorized absence for a considerable period, overpayment of pay and allowances have been noticed in few such cases. Such overpayments obstruct issuance of "No dues certificate" and subsequent quick finalization of cases, particularly those to be settled in terms of Regulation 6 of ESIC (Staff and Conditions of Service) Regulations, 1959.

All the controlling authorities are requested to ensure that in no case pay & allowances are drawn in favour of any employee in excess of his/her leave balance. In other words Leave salary (i.e pay and allowances to be paid against paid leave) must be drawn in respect of any employee only against approved leaves. Controlling authorities may sensitize the officials deployed on pay bill preparation/approval task to ensure compliance of above mentioned instruction.

This issues with the approval of Competent Authority.

Yours faithfully,

(Deepak Malik)

Dy. Director (Med Adm)

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