



मुख्यालय/HEADQUARTERS OFFICE
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
पंचदीप भवन, कामरेड इंद्रजीत गुप्ता मार्ग, नई दिल्ली
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI-02
(ISO 9001-2000 Certified) Website - www.esic.nic.in

No. C-13/18/80/Misc./2018-Vig.

Dated: 11/03/2019

To,

All Regional Directors,
ESIC, Regional Office,

All Medical Superintendents/Deans
ESIC Hospitals/Medical/Dental/Nursing Colleges,

Subject: Furnishing of consolidated data-base of employees - Medical (Group 'A' & Group 'B' officers) and Non-medical (SSO and above) - regarding.

Madam/Sir,


It has been observed that due to non-adhering to the time-schedule prescribed for forwarding of MPRs relating to disciplinary cases by most field offices in respect of their Regions/Offices and in cases the MPRs are received abnormally late, which causes problems in monitoring the progress of disciplinary cases and most importantly, it causes difficulty in providing vigilance clearance certificate to the officials at the time of promotions, superannuation/voluntary retirement, foreign visits etc.

In order to streamline the process of vigilance clearance and facilitate proper monitoring of disciplinary cases, all field offices are requested to forward a consolidated data in the enclosed proforma - ANNEXURE 'A' in respect of Medical (Group 'A' & 'B') and Non-medical (SSO and above) employees of their Regions on six monthly basis (1st Jan to 30th June/ 1st July to 31st Dec) invariably starting from 01/01/2019. The complete data for the 1st & 2nd half-yearly periods should be submitted to this office by 15th July and 15th January of each year respectively.

This issues with the approval of Chief Vigilance Officer.

Encl: As above.

Yours faithfully,


(A.K. SINATE)
Dy. Director (Vig)

Copy to for information and necessary action:

1. Addl. Commissioner, E-I / E-V, Hqrs. Office.
2. WCM with the request to upload in ESIC website
3. Rajbhasha Shakha for translation.

ANNEXURE-A

**FURNISHING OF CONSOLIDATED DATA-BASE OF EMPLOYEES
MEDICAL (Group 'A' & Group 'B' Officer) AND NON-MEDICAL (SSO and above)**

To be submitted on six monthly basis (1st January to 30th June/1st July to 31st December)

Sl. No	Name of the Employee	Employee ID No.	Designation	Present place of Posting with date of posting	Date of Birth	Permanent Address	Present Address	Date of joining in ESIC	Detail of Posting (*)			Immovable Property Return (IPR) submitted upto	Whether appeared in Agreed List in any Year. Details thereof.	Whether any disciplinary proceeding initiated against the employee during his service in ESIC.	Details of Disciplinary proceedings, if any initiated				Whether any Criminal case/proceedings filed against the employee	Remarks (if any)	
									Place of Posting	Post held	Period				Minor	Major	Date of issue of Charge Sheet	Date of levy of Penalty			
10	11	12	13	14	15	16	17	18			19	20	21	22							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

(*) = Details of Posting since joining ESIC