

INDEX

Chapter No.	Description	Page No.
01.	Particulars of the ESI Corporation, introduction, functions & Duties of the organization.	01
02.	Powers & duties of officers and employees in ESI Corporation.	34
03.	Procedure followed in decision making process.	35
04.	Norms set for the discharge of its function.	38
05.	List of Publications of various procedures/Rules/Regulations/Norms in ESI Corporation.	39
06.	Statement of categories of documents in ESIC.	45
07.	Particulars of the arrangement that exists for consultation with or representation by members of public in relation to formulation of policy or implementation thereof.	49
08.	Statement of Boards/Councils/Committees and other bodies.	50
09.	A directory of officers and employees.	51
10.	Monthly Remuneration received by each officer/employee of ESI Corporation.	58
11.	Budget under various heads.	63
12.	The manner of execution and subsidy programme with its details.	65
13.	Particulars of recipients of concessions permits or authorizations granted by ESIC.	66
14.	Details in respect of information available or held by ESI Corporation in electronic form.	67
15.	Particulars of facilities available to citizens for obtaining information etc.	68
16.	Rules framed by DOPT under the Right to Information Act. 2005.	69
17.	The name, designation & particulars of "Central Public Information Officers".	74
18.	List of CPIO's in ESI Corporation	82

CHAPTER-I

(I) PARTICULARS OF ESI CORPORATION, FUNCTIONS & DUTIES.

THE ESI ACT, 1948

The promulgation of Employees' State Insurance Act, 1948 envisaged an integrated need based social insurance scheme that would protect the interest of workers in contingencies such as sickness, maternity, employment injury causing temporary or permanent physical disablement, resulting in loss of wages or earning capacity, or causing death due to employment injury. The Act also guarantees reasonably good medical care to workers and their immediate dependants. Later on other benefits such as funeral expenses physical and vocational Rehabilitation in case of permanent disablement beyond such limit as decided by the Corporation was added.

Following the promulgation of the ESI Act the Central Govt. set up the ESI Corporation to administer the

Scheme. The Scheme was first implemented at Kanpur and Delhi on 24th February 1952. The Act further absolved the employers of their obligations under the Maternity Benefit Act, 1961 and Workmen's Compensation Act 1923. The benefit provided to the employees under the Act are also largely in conformity with ILO conventions.

ESI Scheme

Employees' State Insurance Scheme is an integrated social security scheme tailored to provide protection to workers and their dependants, in the organised sector, in contingencies, such as, sickness, maternity and death or disablement due to employment injury or occupational hazard.

The ESI Act, (1948) applies to following categories of factories and establishments in the implemented areas:-

Non-seasonal factories using power and employing ten (10) or more persons

Non-seasonal and non power using factories and establishments employing twenty (20) or more persons.

The ESI Scheme is mainly financed by contributions raised from employees covered under the scheme and their employers, as a fixed percentage of wages. Employees of covered units and establishments drawing wages upto Rs.7500/- per month come under the purview of the scheme for social security benefits. However, employees' earning upto Rs.50/- a day as wages are exempted from payment of their part of contribution. However, they shall remain entitled to all benefits as usual as per their wage group. The State Govts. bear one-eighth share of expenditure on Medical Benefit within the per capita ceiling of Rs.900/- per annum additional expenditure beyond the ceiling.

Employees covered under the scheme are entitled to medical facilities for self and dependants. They are also entitled to cash benefits in the event of specified contingencies resulting in loss of wages or earning capacity. The insured women are entitled to maternity benefit for confinement. Where death of an insured employee occurs due to employment injury, the dependants are entitled to family pension.

A Standing Committee constituted from among the members of the Corporation acts as the Executive Body for the administration of the Scheme.

There is also a Medical Benefit Council to advise the Corporation on matters connected with the provision of Medical Benefit.

The Director General who is the Chief Executive of the Corporation is also ex-officio member of the Corporation and of its Standing Committee.

Besides the Hqs. Office in New Delhi, the Corporation has 23 Regional Offices and 8 Sub-Regional Offices at Pune, Nagpur, Coimbatore, Madurai, Hubli, Noida, Surat, Baroda, Vijaywada, Varanasi (U.P.), Salem and Divisional Offices at Ambala, Gurgaon in Haryana, Rohini, Nand Nagari & Okhla in Delhi, Barrackpur in West Bengal and 628 Branch Offices and Pay Offices (116) all over the country for the administration of the Scheme.

The Medical care under the Scheme is administered by State Governments, who have the statutory responsibility in this regard, except in Delhi State and Noida area of U.P. Besides, the ESI Hospital, K.K. Nagar at Chennai, ESI Hospital, Thakurpukur at Calcutta and ESI Hospital at Nagda are also being run directly by the Corporation and eleven hospitals in various regions as ESI Model Hospital.

The Corporation

The Employees' State Insurance Scheme is administered by a corporate body called the ESI Corporation.

The Corporation is the highest policy making and decision taking authority under the ESI Act and oversees the functioning of the Scheme. The Corporation is to meet at least twice in a year, to conduct business as may be required to regulate the functioning of the Scheme.

Constitution of Corporation

A body Corporate consisting of: -

1.	Chairman - Union Minister of Labour	2.	Vice Chariman – Secretary Labour, Govt. of India.	3.	Secretary ex-officio - Director General ESIC	4.	Employees (10)
5.	Employers (10)	6.	Central Govt., (5)	7.	State Govt. (1 each)	8.	Union Territories (1)
9.	Lok Sabha (2)	10.	Rajya Sabha (1)	11.	Medical profession (2) appointed by Central Govt.		

Corporation Members

1. **CHAIRMAN**, Union Labour Minister, Govt. of India, Ministry of Labour Shram Shakti Bhawan, NEW DELHI –110 001.
2. **VICE CHAIRMAN**, Secretary to the Govt. of India, Ministry of Labour, Govt. of India Shram Shakti Bhawan, NEW DELHI –110 001.
3. Additional Secretary, Ministry of Labour, Govt. of India, Shram Shakti Bhawan, NEW DELHI –110 001.
4. Jt. Secretary to the Govt. of India, (Social Security Division) Ministry of Labour, Shram Shakti Bhawan, NEW DELHI –110 001.
5. Director General, Health Services, Govt. of India.
6. Secretary to the Govt. Andhra Pradesh, Health, Medical & Family Welfare Department, HYDERABAD – 500 001.
7. Special Commissioner & Special Secretary to the Govt of Assam Labour & Employment Department, Labour Branch DISPUR – 781 005.
8. Commissioner & Secretary to the Govt. of Bihar, Dept. of Labour Employment & Training, PATNA.
9. Commissioner to the Govt. of Goa, Labour and Employment Department Panaji, GOA – 403 001
10. Secretary to the Govt. of Gujarat Health & Family Welfare Dept. Sachivalaya, GANDHINAGAR – 382 010.
11. Secretary to the Govt. of Haryana, Labour & Employment Department CHANDIGARH – 160 001.
12. Commissioner –cum-Secretary to the Govt. of Himachal Pradesh, Labour and Employment Department, SIMLA – 171 003.
13. Labour Commissioner, Govt. of Jammu & Kashmir SRINAGAR (From May to Oct), JAMMU (From Nov. to April).

14. Secretary, Govt. of Jharkhand, Ranchi.
15. Secretary to the Govt. of Karnataka, Social Welfare & Labour Department
BANGALORE – 560 001.
16. Commissioner & Secretary to the Govt. of Kerala, Labour Department
THIRUVANANTHAPURAM -695 001.
17. Principal Secretary to the Govt. of Madhya Pradesh, Labour Department
BHOPAL - 462 003.
18. Commissioner, ESI Scheme, Government of Maharashtra
Public Health Department, Mantralaya MUMBAI.
19. Secretary, Govt. of Meghalaya, Shillong.
20. Secretary to the Govt. of Orissa, Labour & Employment Department
BHUBANESHWAR - 751 001.
21. Secretary, Govt. of Uttranchal,(Labour), Dehradun.
22. Secretary to the Govt. of Punjab, Department of Health & Family Welfare
CHANDIGARH – 160 001.
23. Secretary to the Govt. of Rajasthan, Labour Department
JAIPUR – 302 002.
24. Secretary to the Govt. of Tamil Nadu ,Labour & Employment Department
CHENNAI – 600 009.
25. Secretary to the Govt. of Uttar Pradesh, Labour Department,
LUCKNOW – 226 001.
26. Secretary to the Govt. of West Bengal, Labour Department
Writers' Building, CALCUTTA- 700 001.
27. Secretary to the Govt. of Sikkim, Labour Department, GANGTOK.
28. Secretary to the Govt. of Pondicherry, Labour Department
Chief Secretariat, PONDICHERRY
29. Shri Vijay Kalantri, Prsident, All India Association of Industries, 106, Uttam House, 69-
PD, Mello Road, Carnac Bunder, Masjid (E)MUMBAI-400009
30. Shri Satish Kumar Kaura, Chariman, C.I.I. Economic Affairs Committee, 52,
Community Center, New Friends Colony, New Delhi-110065
31. Dr. S.M. Dewan, Director General, SCOPE, SCOPE Complex, 7, Lodhi Road, New
Delhi-110003.
32. Shri Harish Ahuja, Harish Ahuja, Apparel Export Promotion Council, H. No.115,
Jorbagh, New Delhi-110003
33. Shri K.N. Memani, PhD Chember of Commerce & Industry, PHD House, 4/2, Sri
Institutional Area, August Kranti Marg, New Delhi
34. Shri Sharad S Patil, Secretary General, Employers Federation of India
Army and Navy Building, 148 Mahatma Gandhi Road, MUMBAI – 400 001
35. Shri Sudarshan Sareen, National President Laghu Udyog Bharati
N-62 Greater Kailash Phase-I, NEW DELHI- 110 048.
36. Shri Chandra Prakash Singh, President INTUC Bihar, Road No.3, Rajiv Nagar Patna.
37. Shri Ram Kishore Tripathy, Secretary, HMS, 128/239, K Block, Kidwai Nagar, Kanpur-
208001.
38. Shri Ram Prakash Mishra, B.M.S. Ram Naresh Bhavan
Tilak Gali Paharganj , NEW DELHI- 110 055.

39. Shri Devnath Singh, BMS F-7 Nagar Palika Quarters
Pisach Mochan, VARANASI – 221 001 (U.P)
40. Shri G.Sanjeeva Reddy, President INTUC, 6/B LIGH Barkatpura, HYDERABAD – 500027.
41. Shri Sanat Dutta, President, West Bengal State Committee
UTUC(LS) West Bengal Br., 77/2/1-Lenin Sarani
CALCUTTA – 700 013.
42. Sh. Bahu Lal B. Todi, M/s. Todi Industries Ltd., Todi Estate, Sunmill Compound, Lower Parel, Mumbai-4000013
43. Sh. M. K. Garg, S.R. Advisor (HQ.) ASSOCHAM, Corporate House, 147-B, Gautam Nagar, Gulmohar Enclave, New Delhi.
44. Sh. V. P. Chopra, E-30, Focal Point, Ludhiana - 141010
45. Sh. Kali Ghose, Secretary, Centre of India Trade Union, C/o West Bengal State Committee, 53 – Acharya J.C. Bose Road, Kolkata-700016.
46. Sh. S. Malleshram, General Secretary, BMS, TRT-141-Jawahar Nagar, Hyderabad – 500020.
47. Sh. K. Suresh Babu, President, INTUC-Kerala Branch, INTUC Office, Congress Bhawan, Kollam, Kerala.
48. Sh. Jyoti Lahiri, Secretary, West Bengal State Committee of AITUC, 144 – Lenin Sarani, Kolkata-700013.
49. Dr. Viney Aggarwal, Honorary Secretary General, Indian Medical Association, IMA House, IP Marge, New Delhi.
50. Vaidya Devender Triguna, Padamshree President, All India Ayurveda Congress, New Delhi.
51. Sh. A. M. Ramaswamy, Member of Parliament (Rajya Sabha), No.14, Ferozshah Road, New Delhi.
52. Sh. Chandra Kant Khair, Member of Parliament (Lok Sabha) 2 No. Teen Murti Lane, New Delhi. Tele: 23013525, 23018525, 23019525, (M) 09821248425.
53. Sh. K. Subbarayan, Member of Parliament, 72, South Avenue, New Delhi.
54. Director General, Employees' State Insurance Corporation
Kotla Road, NEW DELHI –110 002.

The Standing Committee

The Standing Committee is the statutory executive organ of the Corporation. The members are drawn from the main body of the Corporation by nomination and election. The nominated members include three members each of the Central Govt. and State Governments. Further, three members each representing employers and employees and one each representing Parliament and the medical profession are elected from amongst the members of the Corporation through a voice vote. Secretary, Ministry of Labour, Govt. of India functions as the Chairman of the Standing Committee. Director General, ESI Corporation is also an ex-officio member of the Standing Committee. The Committee holds its quarterly meetings.

The Standing Committee is vested with powers to administer the affairs of the Corporation, exercise any of the powers and perform any functions of the Corporation subject to the overall control and superintendence of the Corporation. Standing Committee is also empowered to constitute any non-statutory sub-committees for specific purposes as the need be.

Standing Committee Members

1. **CHAIRMAN**, Secretary to the Govt. of India, Ministry of Labour
Shram Shakti Bhawan, NEW DELHI –110 001.
2. Dr. P. Sanjeeva Prasad, 506, Amarchand Sharma Complex, Sarojini Devi Road,
Secundrabad, Andhra Pradesh.
3. Sh. A. Srinivas Reddy, H.N.22-83, Flat No.301, Lahiri Enclave, Saroor Nagar,
Hyderabad.
4. Director General, Health Services, Govt. of India
5. Secretary to the Govt. of Gujarat Health & Family Welfare Dept. Sachivalaya
GANDHINAGAR – 382 010.
6. Secretary, Govt. of Uttar Pradesh, Labour Deptt.
7. Secretary, Govt. of Kerala, Labour Deptt.
8. Shri Vijay Kalantri, Employers' Representative, Mumbai
9. Shri Sudarshan Sareen, Employers' Representative, National President Laghu
Udyog Bharati, N-6, 2 Greater Kailash Phase-I, NEW DELHI- 110 048.
10. Shri Ram Prakash Mishra, Employees Representative, B. M. S. Ram Naresh
Bhavan, Tilak Gali Paharganj, NEW DELHI- 110 055.
11. Shri Sharad S Patil, Secretary General, Employers Federation of India Army and
Navy Building, 148 Mahatma Gandhi Road, MUMBAI – 400 001
12. Shri Chandra Kant Khaire, Member of Parliament (Lok Sabha), 2 No. Teen Murti
Lane, New Delhi-10003.
13. Shri Ramkishore Tripathy, Secretary HMS, 128/239,K. Block, Kidwainagar, Kanpur-
208001 (U.P.)
14. Shri G. Sanjeeva Reddy, President INTUC, 6/B LIGH Barkatpura, HYDERABAD – 500
027
15. Director General, Employees' State Insurance Corporation
Kotla Road, NEW DELHI –110 002.

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The Medical Benefit Council

Medical Benefit Council is an advisory body on matters related to the administration of medical benefit under the ESI Scheme. The council is constituted by the Central Govt. for a specific term and consists of :-

Director General, Central Health Services(ex-officio Chairman)

Deputy Director General/Addl. Director General, Central Health Services.

One member each representing respective State Govts.

Three members each representing employees, employers and the medical profession.

Medical Commissioner, ESI Corporation(ex-officio member)

The ESI Act empowers the Medical Benefit Council to advise the Corporation on matters related to developments and improvements in the medical service delivery system.

The constitution of the Corporation, Standing Committee and the Medical Benefit Council are dealt with in Section 4, 8 and 10 of the ESI Act, 1948 respectively. Powers of the Standing Committee and duties of the MBC are given under Section 18 and 22 respectively.

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FINANCE

The Scheme is mainly financed mainly by contributions from employers and employees. The employers' contribution is equal to four and three fourth per cent of the wages payable to employees. The employees' contribution is at the rate of one and three-fourth per cent of the wages payable to an employee. The State Governments share expenditure on the provision of medical care.

INCOME / EXPENDITURE ACCOUNT

1	INCOME	AMOUNT (Rs. in lakhs)
	Actuals for 2000-2001	1,56,428.23
	Actuals for 2001-2002	1,73,019.26
	Actuals for 2002-2003	1,70,481.05
	Actuals for 2003-04	1,97,564.00
2.	BENEFIT EXPENDITURE	
	Actual Expenditure for 2000-2001	82,870.08
	Actual Expenditure for 2001-2002	84,431.19
	Actual Expenditure for 2002-2003	85,161.16
	Actual Expenditure for 2003-2004	89,515.84

3. TOTAL EXPENDITURE	
Actual expenditure for 2000-2001	1,08,258.14
Actual expenditure for 2001-2002	1,10,412.04
Actual expenditure for 2002-2003	1,11,832.00
Actual expenditure for 2003-2004	1,17,048.00

Contribution

E.S.I. Scheme being contributory in nature, all the employees in the factories or establishments to which the Act applies shall be insured in a manner provided by the Act. The contribution payable to the Corporation in respect of an employee shall comprise of employer's contribution and employee's contribution at a specified rate. The rates are revised from time to time. Currently, the employee's contribution rate (w.e.f. 1.1.97) is 1.75% of the wages and that of employer's is 4.75% of the wages paid/payable in respect of the employees in every wage period. Employees in receipt of a daily average wage upto Rs.50/- are exempted from payment of contribution. Employers will however contribute their own share in respect of these employees.

COLLECTION OF CONTRIBUTION

An employer is liable to pay his contribution in respect of every employee and deduct employees contribution from wages bill and shall pay these contributions at the above specified rates to the Corporation within 21 days of the last day of the Calendar month in which the contributions fall due. The Corporation has authorized designated branches of the State Bank of India and some other banks to receive the payments on its behalf.

Contribution Period and Benefit Period

There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

Contribution period Corresponding Cash Benefit period

1st April to 30th Sept. 1st January of the following year to 30th June.

1st Oct. to 31st March 1st July to 31st December of the year following

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COVERAGE

COVERAGE UNDER THE ESI ACT, 1948

The Act was originally applicable to non-seasonal factories using power and employing 20 or more persons; but it is now applicable to non-seasonal power using factories employing 10 or more persons and non-power using factories employing 20 or more persons.

Under Section 1(5) of the Act, the Scheme has been extended to shops, hotels, restaurants, cinemas including preview theatre, road motor transport undertakings and newspaper establishment employing 20 or more persons.

The existing wage-limit for coverage under the Act, is Rs.7500/- per month (with effect from 1.4.2004).

COVERAGE OF FACTORIES

The Act in the first instance applies to all non-seasonal factories, using power and employing 10 or more persons, and to non-power using factories employing 20 or more persons for wages on any day in implemented areas. There is an enabling provision in the Act under Section 1(5) to extend to other classes of establishment – industrial, commercial, agricultural or otherwise. Most of the State Govts. have extended the provision of the Act to the following class of establishments, i.e., shops, hotels, restaurants, cinemas including preview theatres, road-motor transport agencies, newspaper establishments employing 20 or more persons.

A factory once covered remains covered even if the number of employees at any later stage falls short of the stipulated number of 10 or 20 or the manufacturing process therein ceases to be carried on with the aid of power. The Act does not apply to workers engaged in mining operations, railway running sheds, certain seasonal factories operating for less than 7 months in a year. Factories or establishments run by the State Govts./ Central Govt. whose employees are in receipt of social security benefits substantially similar or superior to those provided under the Act can be exempted from coverage.

AREAS COVERED

The ESI Scheme is being implemented center-wise by stages. The Scheme has already been implemented in different areas in the following States/Union Territories

STATES

All the States except Nagaland, Manipur, Tripura, Sikkim, Arunachal Pradesh and Mizoram.

UNION TERRITORIES

Delhi, Chandigarh, Pondicherry, Daman and Div

COVERAGE as on 31.3.2005

No. of Insured Person family units	84.98 lakh
No. of Employees	75.70 lakhs
Total No. of Beneficiaries	3,29,73,200
No. of Insured women	13,47,550
No. of Employers, etc	2,63,650

Registration

Registration of Employers

1.2 Section 2A of the ESI Act states as under:-

2A. Registration of factories and establishments-Every factory or establishment to which this Act applies shall be registered within such time and in such manner as may be specified in the regulations made in this behalf.

1.3. As a follow-up of this provision in the Act, Regulation 10B was inserted in the ESI (General) Regulations, 1950. This regulation states as under: -

10B- Registration of factories or establishments. -

- a) The employer in respect of a factory or establishment to which the Act applies for the first time and to which an Employers' Code No. is not yet allotted, and the employer in respect of a factory or an establishment to which the Act previously applied but has ceased to apply for the time being, shall furnish to the appropriate R. O. not later than 15 days after the Act becomes applicable, as the case may be, to the factory or establishment, a declaration of registration in writing in form 01 (hereinafter referred to as employers' registration form).
- b) The employer shall be responsible for the correctness of all the particulars and information required to be furnished on the employer's registration Form.
- c) The appropriate Regional Office may direct the employer who fails to comply with the requirements of paragraph (a) of this regulation within the time stated therein, to furnish to that office employer's registration form duly completed within such further time as may be specified and such employer shall, thereupon, comply with the instructions issued by that office in this behalf.
- d) Upon receipt of the completed employer's registration form, the appropriate R. O. shall, if satisfied that the factory or the establishment is one to which the Act applies, allot to it an employer's code number (unless the factory or the establishment has already been allotted an employer's code number) and shall inform the employer of that number.
- e) The employer shall enter the employer's code number on all documents prepared or completed by him in connection with the Act, the rules and these regulations and in all correspondence with the appropriate office.

COVERAGE OF EMPLOYEES

A monthly wage limit is prescribed by the Central Govt. for the purpose of coverage of employees/workers of the aforesaid factories or establishments. An employee has been defined under Section 2(9) of the Act and means any person employed for wages in or in connection with the work of a factory or establishment to which this Act applies. The wage ceiling is enhanced from time to time. The existing ceiling effective from 1.4.2004 is Rs.7,500/- per month.

EMPLOYEES' STATE INSURANCE SCHEME OF INDIA**CITIZENS CHARTER****1. WAGE CEILING**

Employees of covered factories and establishments drawing wages upto Rs.7500/- per month w.e.f. 01.04.2004 come under the purview of the ESI Act, 1948 for multi-dimensional social security benefits.

2. SOCIAL SECURITY BENEFITS***Quantum, Scale and Contributory Conditions*****Benefits under the ESI Scheme**

The section 46 of the Act envisages following six social security benefits :-

Medical Benefit

Sickness Benefit (SB)

Extended sickness Benefit (ESB)

Enhanced Sickness Benefit

Maternity Benefit(MB)

Disablement Benefit

Temporary disablement benefit (TDB)

Permanent disablement benefit(PDB)

Dependants' Benefit (DB)

Funeral Expenses

An interesting feature of the ESI Scheme is that the contributions are related to the paying capacity as a fixed percentage of the workers wages, whereas, they are provided medical benefits according to individual needs without distinction.

Cash Benefits are disbursed by the Corporation through its Branch Offices, / pay offices, subject to certain contributory conditions.

In addition, the scheme also provides some other need based benefits to insured workers.

These includes: -

Rehabilitation allowance

Vocational Rehabilitation

They are also entitled to cash benefits in the event of specified contingencies resulting in loss of wages or earning capacity. The insured women are entitled to maternity benefit for confinement. Where death of an insured person occurs due to employment injury or occupational disease the dependants are entitled to family pension – the dependants benefit.

Various benefits that the insured employees and their dependants are entitled to, the duration of benefits and contributory conditions therefore, are as under:-

(I) Medical Benefit:

Full medical facilities for self and dependants are admissible from day-one of entering insurable employment. Whereas, the primary, secondary and specialised services are provided through a network of Panel clinics, ESI dispensaries and hospitals, super speciality services are provided through a large number of advanced empanelled medical institutions on referral basis.

Eligibility to Medical Benefit

- From day-one of entering insurable employment for self and dependants such as spouse, parents and children, own or adopted.
- For self and spouse on superannuation subject to having completed five years in insurable employment on superannuation or in case of having suffered permanent physical disablement during the course of insurable employment.
- The rate of contribution for retired/disabled IPs is Rs.120/- per annum payable in lump sum at Branch office for availing full medical care for self and spouse.

TYPE OF MEDICAL BENEFITS PROVIDED

The Employees' State Insurance Scheme provides full medical care in the form of medical attendance, treatment, drugs and injections, specialist consultation and hospitalization to insured persons and also to members of their families where the facility for Specialist consultation, hospitalization has been extended to the families.

For the families, this benefit has been divided into two categories as under:-

FULL MEDICAL CARE

This consists of hospitalization facilities and includes specialist services, drugs and dressings and diets as required for in-patients.

EXPANDED MEDICAL CARE

This consists of consultation with the specialists and supply of special medicines and drugs as may be prescribed by them in addition to the out-patient care. This also includes facilities for special laboratory tests and X-Ray examinations.

Apart from the curative services provided through hospitals and dispensaries, the Corporation also provides the following facilities including family welfare services.

IMMUNIZATION

The Corporation has embarked upon a massive programme of immunization of young children of insured persons. Under this programme, preventive inoculation and vaccines are given against diseases like diphtheria, pertusis, polio, tetanus, measles, mumps, rubella, tuberculosis etc.

FAMILY WELFARE SERVICES

Along with the immunization programme, the Corporation has been undertaking provision of family Welfare Services to the beneficiaries of the Scheme. The Corporation has organized these services in 180 centers besides reserving 330 beds in hospitals for undertaking tubectomy operations. So far, 828976 sterilization operation viz. 176197 vasectomies and 652779 tubectomies have been performed upto 31.3.1999. The ESI Corporation has also extended additional cash incentive to insured persons to promote acceptance of sterilization method by providing sickness cash benefit equal to full wage for a period of 7 days for vasectomy and 14 days for tubectomy. The period for which cash benefit is admissible is extended beyond the above limits in the event of any complications after Family Planning operations.

SUPPLY OF SPECIAL AIDS

Insured persons and members of their families are provided artificial limbs, hearing aids, and artificial

appliances like spinal supports, cervical collars, walking calipers, crutches, wheel chairs and cardiac pace makers as a part of medical care under the Scheme.

Model Hospitals

To ensure that there are proper secondary care facilities for the beneficiaries, the E.S.I.C has decided to set up one **Model Hospital** in each State. The proposed Model Hospitals are being identified out of the existing Hospitals to provide all modern infrastructure facilities, staff and equipments as per E.S.I. norms and to act as referral hospitals for the entire State to provide state of art secondary care services.

The **Model Hospital** will have all general specialties along with support services of Radiology, Laboratory, Store and Pharmacy, Operation Theatres, Medical Records, Dietary services, Laundry, CSSD, Engineering services, Ambulance services, Telephone, house keeping, horticultural development works, waste management systems, facility for training, Library etc. To facilitate community services, staff accommodation, cafeteria, parking areas, recreation facilities etc., shall also be provided. To start with, staff to manage these hospitals will be made available on deputation from the State Government for an initial period of 3 years.

(II) Sickness Benefit (Cash)

Sickness Benefit is payable to an insured person in cash, in the event of sickness resulting in absence from work and duly certified by an authorised insurance medical officer/practitioner.

- The benefit becomes admissible only after an insured employee has paid contribution for at least 78 days in a contribution period of six months.
- Sickness Benefit is payable for a maximum of 91 days in two consecutive contribution periods (one year)
- Payment is to be made by the Branch Office within 7 days of certification of sickness at a standard rate which is not less than 50 per cent of the wages.

Sickness Benefit

Sickness Benefit represents periodical cash payments made to an IP during the period of certified sickness occurring in a benefit period when IP requires medical treatment and attendance with abstinence from work on medical grounds. Prescribed certificates are; Forms 8,9,10,11 & ESIC-Med.13. Sickness benefit is roughly 50% of the average daily wages and is payable for 91 days during 2 consecutive benefit periods.

Qualifying Conditions

(i) To become eligible to Sickness Benefit, an IP should have paid contribution for not less than 78 days during the corresponding contribution period.

(ii) A person who has entered into insurable employment for the first time has to wait for nearly 9 months before becoming eligible to sickness benefit, because his corresponding benefit period starts only after that interval.

(iii) Sickness Benefit is not payable for the first two days of a spell of sickness except in case of a spell commencing within 15 days of closure of earlier spell for which sickness benefit was last paid. This period of 2 days is called "waiting period". This provision should be clearly understood by IMOs/IMPs as actual experience shows that such of IPs who want to avail medical leave on flimsy grounds generally come for First Certificate/First & Final Certificate within 15 days of earlier spell, usually on unpaid holidays

and/or on each weekly off etc, to avoid loss of benefit for 2 days due to fresh waiting period.

II(a) Extended Sickness Benefit (Cash)

For entitlement to this benefit an insured person should have been in insurable employment for atleast two years. He/she should also have paid contribution for a minimum of 156 days in the preceding four contribution periods or say two years.

ESB is payable for a maximum period of two years on the basis of proper medical certification and authentication by the designated authority.

Amount payable in cash as extended sickness benefit is equal to about 70 per cent of the daily wages.

The benefit is payable within 7 days following the submission of complete claim papers at the Branch Office concerned.

IPs suffering from long term diseases were experiencing great hardship on expiry of 91 days Sickness benefit. Often they, though not fit for duty, pressed for a Final certificate. Hence, a provision for paying Sickness Benefit for an extended period (Extended Sickness Benefit) of upto 2 years in a ESB period of 3 years.

1. An IP suffering from certain long term diseases is entitled to ESB, only after exhausting Sickness Benefit to which he may be eligible. A common list of these long term diseases for which ESB is payable, is reviewed by the Corporation from time to time. The list was last reviewed on 5.12.99 and revised provisions of ESB became effective from 1.1.2000 and at present this list includes 34 diseases which are grouped in 11 groups as per International Classification of diseases and their names of many existing diseases have been changed as under :-

I Infectious Diseases

Tuberculosis

Leprosy

Chronic Emphysema

AIDS

II Neoplasm

Malignant Diseases

III Endocrine, Nutritional and Metabolic Disorders

Diabetes Mellitus-with proliferative retinopathy/diabetic foot/nephropathy.

IV Disorders of Nervous System

Monoplegia

Hemiplegia

Paraplegia

Hemiparesis

Intracranial Space Occupying Lesion

Spinal Cord Compression

Parkinson's disease

Myasthenia Gravis/Neuromuscular Dystrophies

V Disease of Eye

Immature Cataract with vision 6/60 or less

Detachment of Retina

Glaucoma

VI Diseases of Cardiovascular System

Coronary Artery Disease:-

Unstable Angina

Myocardial infraction with ejection less than 45%

Congestive Heart Failure- Left , Right

Cardiac Vascular Diseases with failure/complications

Cardiomyopathies

Heart disease with surgical intervention alongwith complications

VII Chest Diseases

Bronchiectasis

Interstitial Lung Disease

Chronic Obstructive Lung Diseases (COPD) with congestive heart failure (Cor Pulmonale)

VIII Diseases of the Digestive System

Cirrhosis of liver with ascities/chronic active hepatitis

IX Orthopaedic Diseases

Dislocation of vertebra/prolapse of intervertebral disc

Non union or delayed union of fracture

Post Traumatic Surgical amputation of lower extremity

Compound fracture with chronic osteomyelitis

X Psychoses

Sub-group under this head are listed for clarification

Schizophrenia

Endogenous depression

Manic Depressive Psychosis (MDP)

Dementia

XI Others

More than 20% burns with infection/complication

Chronic Renal Failure

Reynaud's disease/Burger's disease.

1. In addition to the above list, Director General/Medical Commissioner are authorised to sanction ESB for a maximum period upto 730 in cases of rare but treatable diseases or under special circumstances, such as, adverse reaction to drugs which have not been included in the above list, depending on the merits of each case, on the recommendations of RDMC/AMO or either authorised officers running the medical scheme.

2. To be entitled to the Extended Sickness Benefit an Insured Persons should have been in continuous employment for 2 years or more at the beginning of a spell of sickness in which the disease is diagnosed and should also satisfy other contributory conditions.

3. ESB shall be payable for a period of 124 days initially and may be extended up to 309 days in chronic suitable cases by Regional Dy. Medical Commissioner/Medical Referee/Administrative Medical Officer/Chief Executive of the E.S.I. Scheme in the State or his nominee on the report of the specialist(s).

II (b) Enhanced Sickness Benefit (Cash)

This cash benefit is payable to insured persons in the productive age group for undergoing sterilisation operation, viz. vasectomy/tubectomy.

It was introduced w.e.f 1.8.1976 as an incentive to IPs/IWs for undergoing Vasectomy /Tubectomy. Insured Persons eligible to ordinary sickness benefit are paid enhanced sickness benefit at double the rate of sickness benefit i.e., about full average daily wage for undergoing sterilisation operations for family welfare. Duration of enhanced Sickness Benefits is upto 7 days in the case of Vasectomy and upto 14 days in the case of the Tubectomy from the date of operation or from the date of admission in the hospital as the case may be. The period is extendable in case of post operative complications.

- The contributory conditions are same as for the normal Sickness Benefit.
- The amount payable is double the standard sickness benefit rate, that is, equal to full wages.

III Maternity Benefit

Maternity Benefit is payable to insured women in case of confinement or miscarriage or sickness related thereto.

- For claiming the benefit an insured woman should have paid contribution for at least 70 days in two consecutive contribution periods **i.e.** one year.
- The rate of payment of the benefit is equal to full wages or double the Standard Sickness Benefit rate.
- The benefit is payable within 14 days of submission of duly authenticated the claim papers.

Maternity Benefit is payable to an Insured Woman in the following cases subject to contributory conditions:-

Confinement-payable for a period of 12 weeks (84 days) on production of Form 21 and 23.

Miscarriage or Medical Termination of Pregnancy (MTP)-payable for 6 weeks (42 days) from the date following miscarriage-on the basis of Form 20 and 23.

Sickness arising out of Pregnancy, Confinement, Premature birth-payable for a period not exceeding one month-on the basis of Forms 8, 10 and 9. In the event of the death of the Insured Woman during confinement leaving behind a child, Maternity Benefit is payable to her nominee on production of Form 24 (B).

Maternity benefit rate is double the Standard Benefit Rate, or roughly equal to the average daily wage.

IV Disablement Benefit

(a) TDB is payable to an employee who suffers employment injury (EI) or Occupational Disease and is certified to be temporarily incapable to work. "Employment Injury" has been defined under Section 2(8) of the Act, as a personal injury to an employee caused by accident or occupational disease arising out of and in the course of his employment, being in insurable employment, whether the accident occurs or the occupational disease is contracted within or outside the territorial limits of India.

Certificates Required for TDB:

Accident Report in form 16,

Form 8,9,10, 11 and ESIC Med.13.

Eligibility for TDB :

The benefit is not subject to any contributory conditions. An IP is eligible from the day he joins the insurable employment.

(d) TDB Rate is 40% over and above the normal sickness benefit rate. This works out to nearly 70 % of the average daily wages.

Duration of TDB :

There is no prescribed limit for the duration of TDB. This is payable as long as temporary disablement lasts

and significant improvement by treatment is possible. If a Temporary Disablement spell lasts for less than 3 days (excluding day of accident), IP will be paid sickness benefit, if otherwise eligible.

Permanent Disablement Benefit (PDB)

(a) PDB is payable to an IP who suffers permanent residual disablement as a result of EI (including Occupational Diseases) and results in loss of earning capacity. The proper authority for assessing loss of earning capacity for injuries is the Medical Board and for Occupational Diseases, Special Medical Board.

(b) The duration of PDB may be for the period given by Medical Board, if assessment is provisional or for entire life if assessment is final.

(c) PDB Rate: The PDB rate is calculated as percentage of loss of earning capacity as assessed by the Medical Board/MAT/EI Court in relation to TDB. List of injuries deemed to result in permanent total disablement and percentage loss of earning capacity has been previewed in 2nd Schedule to ESIC Act, 1948. Hence, the maximum rate of PDB can be equal to the rate of TDB.

PDB amount is revised by the ESIC from time to time to adjust for inflation. The latest enhancement is with effect from 01.08.2002

(d) Commutation of PDB (Regulation 76-B): IP whose PDB has been assessed as final and who has been awarded the same at the rate not exceeding Rs. 5.00 per day may apply for commutation of periodical payments of PDB into a lump-sum. When an application for commutation is made within 6 months of the date of communication of Medical Board decision periodical payments shall be commuted into a lump sum provided the total commuted value does not exceed Rs. 30,000/- at the time of commencement of final award. However, where such an application is made after expiry of 6 months, LO/RO will refer the case to MR/PTMR to certify whether the IP has an average expectation of life for his age. Such a certificate is issued by Medical Referee in the relevant place on RO/LO letter.

(e) Age of an IP will have to be proved to the satisfaction of the Corporation in all cases. Medical Boards assess the age of IPs who are not able to produce satisfactory proof of age and opinion of Medical Board shall be final in this regard.

V Dependants' Benefit (Cash)

Dependants benefit (family pension) is payable to dependants of a deceased insured person where death occurs due to employment injury or an occupational disease.

- A widow can receive this benefit on a monthly basis for life or till her re-marriage.
- A son or daughter can receive this benefit till eighteen years of age.
- Other dependants like parents including a widowed mother etc. can also receive this benefit under certain conditions.
- The rate of payment is about 70 per cent of the wages shareable among dependants in a fixed ratio.
- The first instalment is payable within a maximum of three months following the death of an insured person and thereafter, on a regular monthly basis.

The dependants' benefit is payable to the dependants as per Section 52 of the Act read with provision of 6(A) of Section 2 in cases where an IP dies as result of EI. The age of dependants, has to be

determined either by production of

Documentary evidence as specified in Regulation 80(2) or

Age certified by Medical Officer In charge of Government Hospital or Dispensary.

The minimum rate of DB w.e.f 1.1.90 is Rs.14/- per day and these rates of the DB are increased from time to time. The latest enhancement is with effect from 01.08.2002

VI Other Benefits

Some other benefits offered by the Scheme are:-

- a) Funeral expenses on death of an I.P. subject to a maximum of Rs.2500/- payable at the Branch Office.
- b) Vocational Rehabilitation in case of disabled insured persons under 45 years of age with 40 percent or more disablement.
- c) Free supply of physical aids and appliances such as crutches, wheelchairs, dentures, spectacles and other such physical aids.
- d) Preventive health care services such as immunisation, family welfare services, HIV/AIDS detection, treatment etc.
- e) Confinement Allowance @ Rs.1000/- is paid to an insured woman or in respect of the wife of an insured person in case she does not avail medical facilities of the scheme for child delivery.

8. RIGHTS AND DUTIES OF EMPLOYERS

a) Duties of Employers

- An employer will apply in Form-01 for coverage under the ESI Act, within 15 days after the Act becomes applicable to a factory or establishment.
- The employer will submit Declaration Form in respect of all coverable employees in the unit.
- The employer will collect temporary identity cards from the Branch Office concerned followed by permanent photo identity cards and pass them on to the employees concerned.
- The employer will deposit both employees and employers contribution as per specified rates within 21 days of the following month.
- The Employer will maintain an Accident Book and submit accident reports to the Branch Office, involving insured worker(s) on the job, within 24 hours of an accident.
- The Employer will maintain all such records and registers as are required under the Act and produce them for verification/inspection before the authorised officers of the Corporation.
- The employer will facilitate proper inspection of records/registers and the premises by visiting officers of ESIC as and when required.
- The employer shall submit half-yearly Return of Contributions (RC) by 12th May/11th November

every year with all columns properly filled.

- The employee shall indicate insurance number of IPs in chronological order in the return of contribution and his own code number in all correspondence.
- The employer will not make any false declaration or misrepresentation of facts, concerning the applicability of the Act, or, admissibility of benefits to employees – regular, hired or contractual.
- The Employer will ensure that contribution is paid in respect of all contract labour, badli and casual workers drawing wages upto Rs.7500/- a month.
- The employer will promptly report the date of closure of a factory/establishment to the ESIC Branch Office/Regional Office, preferably within seven days of such closure and clear ESI liabilities.
- The employer will report any change in business activity, address, ownership or the management to ESIC authorities forthwith.

An employer will also ascertain the liability towards ESI dues, while taking over the ownership of a factory/establishment through purchase, gift, lease, licence or otherwise as the new owner is liable to discharge past liabilities.

(b) Rights of Employers

- Exemption from applicability of Workmen's Compensation Act, 1923 in respect of employees covered under the scheme.
- Exemption from applicability of Maternity Benefit Act, 1961 in respect of insured women.
- Right to be represented on ESI Corporation, Medical Benefit Council and other important committees of the Corporation that may be formed from time to time.
- Right to be supplied requisite Forms as may be required for fulfilling any obligation under the ESI Act.
- Right to recover employees share of contribution on the spot from the wages of insured persons.
- Right to appeal to Employees' Insurance Court in case of any disputes.
- Right to seek exemption from the applicability of the Scheme in case benefits provided by the management are similar or superior to those available under the ESI Scheme.
- Right of access to all essential information concerning the applicability of the Act, benefits, contribution, inspections and other procedures.

9. SAFE GUARDS FOR INSURED EMPLOYEES

- i) Right to receive payment of any benefit under the Act shall not be transferable or assignable.
- ii) Cash Benefits payable under the Act are not liable to attachment or sale in execution of any decree or order of any court.

- iii) Employer shall not dismiss, discharge or reduce the wages or otherwise punish a covered employee during the period he/she is in receipt of Sickness Benefit or Maternity Benefit etc.
- iv) By reason of his liability to pay his share of contribution under the ESI Act, no employer shall directly or indirectly reduce the wages of a covered employee.
- v) Right to register their grievances/complaints at any level for immediate redressal.
- vi) Right to approach ESI Court against any action/decision of the Medical Board etc.

10. ROLE OF ESIC IN DELIVERY OF BENEFITS

The ESIC is to ensure that:-

The quality and quantity of benefits is as per norms and standards laid down by the Corporation for the purpose.

The benefits are made available within the given time frame to insured persons and beneficiaries.

No harassment is caused to the beneficiaries across the counter at the grass root level by way of word or deed.

All requisite information, procedural guidance etc. is made available to the beneficiaries for claiming benefits.

All types of forms etc. are made available to the beneficiaries free of cost as may be required by them for filing claims etc.

No beneficiary is exploited at any level in any way in the process of delivery of benefits.

Office hours as notified for ESIC/ESIS establishments are strictly adhered to by the staff and displayed prominently so as to avoid any inconvenience being caused to the beneficiaries in smooth flow of benefits.

Drugs, dressings, injections etc. as prescribed by the authorised doctors are made available timely.

A complaint box is fixed within the office premises for posting written complaints.

11. ROLE OF ESIC IN SERVICING EMPLOYERS

To develop a responsive, purposive and productive relationship with employers.

Seek their active involvement in the improvement of the scheme as a confidence building measure.

Provide them necessary guidance in fulfilling their lawful obligations under the ESI Act.

Make available to them requisite Forms and proforma's as may be required by them from time to time.

To ensure that any lax medical certification on part of ESIC does not bring down the productivity

of a factory or establishment.

To ensure that in case of any difficulty, doubt or misunderstanding employer is given a chance to be heard at an appropriate level.

To ensure that all correspondence emanating from the employer is responded to, timely and objectively.

To ensure that an employer is not being harassed by any official of the Corporation authorised to inspect the premises or the records.

To ensure that any grievances received from employers are looked into promptly and pointedly for speedy redressal.

12. REDRESSAL OF PUBLIC GRIEVANCES

ESI Scheme, being a multi-discipline service intensive social security programme for workers, an estimated 3.5 lakh beneficiaries visit the service outlets at the grassroots level daily, either for treatment or for availing cash benefits. In such a highly interactive and dynamic system there is sufficient scope for any inadvertent or wilful harassment being caused to the beneficiaries. The Corporation has, therefore, set up an elaborate system for speedy redressal of public grievances and complaints at various levels. Grievances can be reported in writing, on telephone, by post or in person to any of the following officers:-

BRANCH OFFICE LEVEL	Manager, Incharge of Branch Office.
DISPENSARY LEVEL	IMO Incharge.
HOSPITAL LEVEL	Medical Supdtt./Dy.Med.Supdtt.
REGIONAL LEVEL	i) Public Grievance Officer.
	ii) Regional Director ESIC.
	ii) Director Medical ESI Scheme.

CORPORATE LEVEL Director Public Grievances,
ESI Corporation, C.I.G. Road,
New Delhi-110 002.
011-23236786
23234092 (Extn.279)

13. VIGILANCE RELATED ISSUES

For vigilance related issues Employers and Employees covered under the scheme can contact the Regional Director ESIC of their area or write to the:-

Chief Vigilance Officer/AC {Vigilance},

Employees' State Insurance Corporation,

Panchdeep Bhawan, Kotla Road,

New Delhi-110002.

Tel: 011-23239424, 011-23234092 (Extn.214/233).

14. GENERAL INFORMATION

For any other information about the scheme individuals or organisations may log on to ESIC Website:

Director Public Relations,

ESI Corporation,

Panchdeep Bhawan, C.I.G. Road,

New delhi – 110 002.

Tel.: 23236764/23234092 (Extn.212/221)

CORPORATE HEADQUARTERS

DIRECTORATE GENERAL,

EMPLOYEES' STATE INSURANCE CORPORATION,

Panchdeep Bhawan, C.I.G.Road, New Delhi – 110 002.

PBX : 011 – 23234092 : 011 – 23234093

FAX : 011 - 23234537

E-mail : hq@esic.org.in

Website : esic.nic.in, esic.org.in

Telegrams : Rajyabeema, New Delhi

CHAPTER-II

THE POWERS & DUTIES OF THE OFFICER'S AND EMPLOYEES ARE AS CONTAINED IN THE FOLLOWING BOOKS.

(1) The powers and duties of the officers in the rank of R.D's/J.D's/D.D's/ARD's in the Regional Offices and the delegation of powers to Jt. Director I/c. of Sub-Regional Offices and of the Branch Manager, Gr.-I, II in the Branch Offices are as shown in the book with the title ESI CORPORATION, COMBINED BOOK-LET OF DELEGATION OF POWERS-2005, issued by MSU Hqrs..

(2) The delegation of powers of SSMC's and SMC's are also published in a booklet form.

(3) The powers of the Director General are as contained in schedule-'A', and those of the I-Financial Commissioner, II-Insurance Commissioner, III-Medical Commissioner, IV-Additional Commissioner-(P&A) and V-Chief Engineer are as explained in schedule-'B', in the booklet **"EMPLOYEES'STATE INSURANCE CORPORATION"-RULES OF BUSINESS** (Annexure-IV) available from the CPIO's.

Similarly, the powers and duties of the following staff and officers are as per their Job-cards prepared by M.S.U. are as under:-

(1) Director-(MSU)	(8) U.D.C.	(15) Gestetner/Operator
(2) Principal Pvt. Secretary	(9) I.I.	(16) Driver
(3) Section Officer	(10) L.D.C.	(17) Mali
(4) Head Clerk	(11) Librarian	(18) Farash
(5) Stenographer	(12) Peon	(19) Chowkidar
(6) Care-taker	(13) Assistant	(20) Sweeper
(7) UDC-Cashier	(14) Lift Attendant	(21) Record Sorter

Further, there are 58 posts in the medical / para-medical services in ESIC is given in Chapter X.

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CHAPTER-III

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS.

ESI Corporation is a statutory body which functions under ESI Act-1948 as passed by the Parliament and the Rules and Regulations, framed by the Central Government and the Corporation, as envisaged under the ESI Act.

All decisions regarding amendments in the ESI Act can only be taken by the Parliament.

Any decision regarding change in the rules/procedure and rate of contribution or the benefits etc. can only be taken by the Central Government, i.e., the Ministry of Labour, Government of India.

However, decision regarding formation of a new regulation or amendment in the existing regulations can be taken by the Corporation. The Corporation meets twice a year to review the policy, functions, performance etc. of the Corporation.

The Standing Committee is the apex decision making authority of the Corporation regarding its day-to-day functions. However, all the decisions of the Standing Committee require approval of the Corporation.

HQRS. OFFICE.

The Director General is the Chief Executive of the ESI Corporation. All executive powers are vested in the Director General. The Director General delegates his powers to the subordinate's officers, considering his convenience, the importance and gravity of the issues, and hierarchy of the officers whom the power is delegated. However, in most cases, the decisions are taken by the Director General as per the proposals and recommendations of the lower functionaries, based on instructions, rules and regulations, under the ESI Act. The decision regarding appointment, posting, transfer and disciplinary action in respect of Group A and Group B Officers are taken only by the Director General, who is also the appellate authority in the case of disciplinary action in respect of Insured Inspectors, Manager Gr.-II and Senior Hindi Translators.

For functional convenience, the working in the Hqrs. Office is divided into three divisions namely Insurance Division, Medical Division and Finance Division which are headed by respective Commissioner and further there are branches, viz., administration, finance and accounts, construction, medical, insurance benefit actuarial, law, official language etc.. A proposal for any decision is to be put up by an Assistant in the branch. That proposal is scrutinized by the supervisory officers based on rules, regulations and instructions and after scrutiny, it goes to the appropriate authority for decision as per delegation of powers. There is a collective responsibility in the normal course. However, the authority (the person) who takes decision is responsible and accountable for that decision. The matters of complicated issues from the field offices are referred to Hqrs. Office for decision making as per instructions similarly there are cases that are beyond the powers of Regional Directors in Regional Offices where the decisions are to be taken by the Senior Officers working in Hqrs.. The decisions taken at the Hqrs. Office in respect of any issue referred by any region is applicable for all regions in such similar matters.

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DECISIONS AT THE REGIONAL OFFICE/SRO/DIVISIONAL OFFICE/HOSPITALS.

Any matter is put up by the clerical staff as per interpretation of instructions, rules, regulations, existing procedures/procedures etc. by them which are scrutinized by the supervisory officer and put for decision by the Branch Officer (Dy. Director or Jt. Director for decisions of the Regional Director, i.e., the Head of the Regional Office of the M.S. of the hospital as per delegation of powers issued by the Hqrs. Office. The matters regarding determination of contribution, interest and damages, rate and quantum of benefits as referred to by the Branch Office, transfer and posting of staff and officers. Similarly decisions on administrative matters in case of upto the level of Insured Inspectors are taken by the Regional Director/Medical Superintendent of the hospital. Recruitment upto the level of Assistant alongwith transfer and posting of upto Insurance Inspectors are taken by the RD/MS only. R.D. also decides the grievances received in the Regional office.

Branch Office.

Decision regarding rate and amount of any payment in respect of beneficiaries are taken by the Branch Managers on the basis of instruction and rate of contribution of the Insured Persons and their average daily wages. The Branch Manager also decides the distribution of work in the branch office **i.e.** about the item of work to be dealt by the staff posted in the Branch Office. Branch Managers also acts as the Public Grievance Officer pertaining to/for the Branch Office.

As a general rule, the instructions issued by the Ministry of Labour vide letter No. I-11034/19/2001-IWSU dated 15.01.2003 regarding channel of submission and levels of final disposal of different categories of cases and which are framed by the Committee of secretaries headed by the Cabinet Secretary for the quicker disposal of the work are followed in ESI Corporation. As per these instructions:-

- (a) As a general rule, levels for final disposal may be restricted to three.
- (b) Ordinarily, not more than two working days may be taken by an officer to dispose of a file.
- (c) There shall be a review of the existing guidelines regarding channels/levels of submissions of different categories of cases to delegate powers to lower functionaries and clearly indicate the level of final decision-making.

CHAPTER-IV

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Norms set in the ESI Corporation for the discharge of its function.

In view of the guidelines laid-down in the Manual of General Office Procedure in Para 4, 7, Sub Para (4), at Page No. 22, the IC has approved to fix time limit for disposal of various applications/requests received from the officers and employees posted in the offices of the Corporation, detailed vide Letter No. Z-11/12/1/92-MSU Dated 27.03.2003 are as under:-

Sl. No.	Nature of Application	Maximum Number of working days allowed for disposal
1.	Grant of advance/withdrawal from GPF	7 days
2.	Grant of Festival Advance	7 days
3.	Grant of Motor Cycle/Motor Car/Computer Advance	15 days
4.	Grant of LTC advance	7 days

5.	Grant of TA advance	7 days
6.	Grant of Cycle advance	7 days
7.	Settlement of adjustment bill of LTC/TA	20 days
8.	Grant of pay certificate/TD Certificate/Certificate of accrual of interest on HBA.	3 days
9.	Forwarding of application for outside posts	5 days
10.	Forwarding of application for Type Test	3 days
11.	Forwarding of application for allotment of Govt. accommodation	3 days
12.	Issue of Identity Cards for medical treatment	3 days
13.	Issue of temporary passes	2 days
14.	Issue of Photo passes	10 days
15.	Forwarding all requests for transfer	3 days
16.	Issue of No Objection Certificate for obtaining personal passport	7 days
17.	Sanction of medical reimbursement claim under the delegated powers	20 days
18.	Sanction of medical advance	7 days
19.	Grant of permission under Conduct Rules	7 days
20.	Change of 'Home Town' recorded in the Service Book.	10 days

All officers/employees are required to furnish their application/requests complete in all respects so that the application/requests may be disposed of within the time limit mentioned above. In case of delay they may kindly bring the matter to the notice of the Jt. Director/Dy. Director/(Complaint Officer) in the R.O. and Jt. Director (E-II) in the Hqs. Office, as the case may be.

Norms set for the disposal of claims of beneficiaries are as given in the local office manual. These are as under:-

- | | | |
|-----------------------------------|---|---|
| (1) Sickness Benefit | : | Within 7 days |
| (2) Funeral expenses | : | Within 15 days |
| (3) Maternity Benefit | : | Within 14 days (in case of first payment) |
| (4) Temporary Disablement Benefit | : | Within 30 days (in case of first payment) |
| (5) Permanent Disablement Benefit | : | Within 30 days (in case of first payment) |
| (6) Dependent's Benefit | : | Within 90 days (in case of first payment) |

CHAPTER-V

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Publications of Rules Regulations Instructions, Manuals & Records held by ESIC or used by its employees for discharging its functions

Name of the book	Edition / Year of publication	Pages	Remarks
Employees' State Insurance Act, 1948	2005	176	Rs.110/-
Local Office Manual (Regarding procedure to be followed for payments etc. to the beneficiaries in the Branch Offices). This book contains 12 chapters each giving details of Law & Procedure on (1) Registration of employers & employees. (2) Certification, i.e. various certificates issued by the IMO's/IMP to the IP's and beneficiaries for availing Cash Benefits. (3) General Claims Law, dealing with the eligibility and entitlement of various benefits. (4) Temporary Disablement Benefits (TDB) i.e. what, when, how, and where, of what is employment injury and the resultant benefits available to the Insured Person till the healing of the injury. (5) Permanent Disablement Benefits- (PDB) dealing with kinds of permanent disablement, aggregation of percentage of disability, Medical Board procedure, rate of PDB., commutation etc. of PDB. (6) Dependents Benefits (DB) dealing with definition of DB, entitlement, rate of D.B. etc.. (7) Sickness Benefits (SB) deals with character sticks, certification, conditions, rate and periodicity of SB. (8) Extended Sickness Benefit (ESB) deals with names of diseases, period of ESB conditions, eligibility, rate & amount etc. of ESB. (9) Maternity Benefit (MB) deals with definition, duration, conditions, procedure, rate, amount etc. of M.B.	3rd / 2000 (in hard bound)	511	Rs. 400/-.

(10) Funeral Expenses (FE) deals with details of eligibility, rate, entitlement, certification, conditions etc.. (11) Miscellaneous letters connected with claims and payments. (12) Other important matters concerning IPs and their families.			
ESIC Medical Manual (Regarding procedure to be followed by the IMO's for certification and grant of medical benefit). There are 9 chapters in this book Chapter -1 : Introduction of social security, rules & regulations, administration, infrastructure, administrative set-up of the scheme, Chapter-2 : Coverage, registration and contribution, preparation of documents, TIC and PIC and DIC, change of dispensary, and entitlement etc.. Chapter-3 : Medical Benefit, System purpose, administration, expenditure, arrangement and other details about the system and procedure of medical benefits for the IPs and beneficiaries. Chapter-4 :Panel System-IPs, terms & conditions, limitations and arrangement etc.. Chapter-5 : Cash Benefits: Introduction & Procedures etc.. Chapter-6 : Medical Certification : Various certificates to be issued by IMP & IMO, types and procedures, Lax Certification etc.. Chapter-7 : Sickness, absenteeism and recording, register and reports etc. in the Hospital. Chapter-8 : Medical Referee (MR), duties and function, incapacity references, examination by M.R., inspection of dispensaries and clinics by	4th (Revised) Sept.2002	347	Rs. 100/-.

M.R.			
Chapter-9 : Medical Board, Medical appeal tribunal, Employees Insurance Code.			
Hand Book on file Indexing/Double File System/recording and weeding out of records with instructions (Regarding filing procedure etc.) This book contains 10 chapters namely (1) Introduction (2) file title (3) Indexing files on functional basis (4) Code nos. of Regional Offices/ SROs/ESI Hospitals (5) List of Group Heads (6) List of main heads (7) Alphabetical Index of main heads (8) Functional file indexing for Local Offices (Branch Offices) (9) Recording, indexing and weeding out of files (10) Double file system.	2002	286	Rs. 90/-.
Revenue Recovery Manual (Regarding procedure of recovery of arrears of revenue) It contains detailed procedure about attachment and sale of moveable/immoveable properties of the defaulters, the types of notices to be issued for various actions and modes of recoveries.	1993	71	Rs.175
Manual of General Office Procedure (Regarding procedure to be followed by the officers /officials of the ESIC). The book is bilingual i.e. on left side there are pages in Hindi and on the right side in English. It contains 12 chapters on (1) Introduction (2) Machinery of the Corporation (3) Mail handling (4) Action on receipts (5) Kinds of communication (6) dispatch of communication (7) Maintenance of files (8) Indexing, recording, deposit and withdrawal of files (9) Security of Official information and documents (10) Cheque on delays i.e. various types of reports and returns (11) Inspection of Branch Offices and branches	2002	139	Rs. 75/-

of Regional Offices, object manner and periodicity of inspections (12) Miscellaneous departmental instructions.			
ESIC Manual of Audit & Accounts Vol.I (Regarding General Rules & Principles followed in Fin. & A/cs. Division.) The book is divided into 8 parts and it contains 24 chapters Part-I : General principle and Rules Part-II : Receipts and payments of money Part-III : Expenditure- allowances and contingencies. Part-IV : Audit of expenditure, allowances and contingencies etc.. Part-V : Monthly and annual accounts Part-VI :Budget Estimates Part VII : Audit of Provident Funds Part VIII : Inspections and Local audits	3 rd / 1990	327	Rs. 100/-
Budget Estimates			
Annual Accounts of the Corporation			
Audit Reports			
Record Retention Schedule (Reference book for ESIC Offices regarding retention period of various documents and records in ESIC) It is bilingual i.e. every page from the left side in Hindi and on the right side in English. It contains 5 parts Part-I : Records relating to Establishment and House keeping work Part-II :Records other than files Part-III: Accounts	2000	64	Rs. 65/-

Part-IV: Medical			
Part-V : Insurance			
Hand Book of ESIC Lands and Buildings (Regarding details of estate property in the ESIC) In various regions including Hospitals, dispensaries and Branch Offices such as exact location, year of construction, plot area, plinth, no. of quarters and capital cost etc..	2001	101	Rs. 125/-
ESIC Construction Norms of Dispensaries and Diagnostics Centre etc. It contains various details of area, electrical and sanitary fittings etc. along with map of the two, three, four & five doctors dispensaries and 5 (five) doctors dispensary cum Diagnostic Centre	1992	22	Rs. 250/-
Compendium of Important Instructions issued by Construction Division, ESIC During the period 1992 to 2005	2005	175	Rs. 150/-
Important Decision of Corporation and its Standing Committee upto 1993 It is a collection of decisions of the ESI Corporation and its Standing Committee from 1950 till 1993	1993	559	
Norms and Standards of Staff requirement for ESI Hospitals and Dispensaries The book contains VIII sections. The information contained in these sections is (1) General guidelines about the services available in the ESI Dispensaries (2) Contains norms for staff in the Hospital depending upon the various beds available, and Dispensaries and the Diagnostic Centres. (3) Contains other related norms for example, Ambulance, hears Vans, Libraries etc.. (4) Giving details of equipment norms for	2002	248	Rs. 75/-

example, Blood Bank, Anaesthesia Deptt. Cardiology & other departments and kitchen, Laboratory and laundry etc.. (5) Deals with staff and equipments for clinics under Indigenous System of Medicine. (6) Furniture for various functionaries (7) These equipments and furniture for Conference Hall etc. (8) Details about the Staff Inspection Units norms for nurses.			
Drug Formulary -1998 The book contains two parts i.e. Part-I Emergency Kit and Part-II Drugs for the treatment and cure of various systems of the body	1999	28	Rs. 20/-
Management Information System for ESIC Hqrs. (Regarding various reports and returns to be received from field) This book is about the Performa's of the various periodical reports and return to be submitted by all the Regional Offices and Sub-Regional Offices to the Hqrs. Office about each and every type of work and handled in their Offices.	2000	230	Rs. 180/-
ESIC (Revised) Information System showing performa's of all the periodical reports/ returns by Local Offices to Regional Offices and Sub Regional Offices) All the performa's for these reports and returns	1999	22	
Delegation of powers of SSMCs and SMCs About their functions and duties.	2003	8	Rs. 30/-
Delegation of powers of Branch Manager Gr.I & II. For the running of Branch Office work regarding administration of the staff and payment of Cash	2003	10	

Benefits to the beneficiaries and for making Office Arrangement etc..			
ESIC Tender Inquiry Form for annual rate contract for supply of drugs and dressings	--	55	Rs. 2500/-
Constructions Norms for 100-Bed ESI Hospitals This book contains the constn. norms & details of the building etc. for 10 bedded Hospital.		68	Rs. 130/-
ESIC Central Rate Contract No.125 for supply of Drugs etc..	2004	80	Rs. 125/-
ESIC Central Rate Contract No.120 for supply of Drugs etc..	2004	212	Rs. 120/-
Combined Delegation of powers to RDs/JDs/Dir's/JD-II- 2005 -	2005	bilingual	Rs. 30/-
Compendium of important instructions for insurance benefit	2005	175	
Ready Reckoner Standard Benefit Rates	--	100	Rs. 25/-
ESIC Staff (Conditions of Service) Regulations 1959	--	64	Rs. 100/-
Employer's Guide	--	--	Rs. 20/-
Employees Guide	2002	34	Rs. 10/-
Central Rate Contract No. 125	2005	46	Rs. 125
ESIC Revised MIS Reports and Returns from Local Office to Regional Office	--	22	Rs. 40/-
List of officers of ESI Corporation	2001	84	Rs. 75/-
ESIC Annual Report	2003	96	Rs. 160/-
Telephone Directory	2005	264	Rs. 50/-
Citizen Charter	2004	18	Rs. 5/-
All India List of Addresses of the ESIC/ESIS establishments.	2005	224	Rs. 50/-
Financial Estimates and Performance Budget	2005	64	Rs.70/-
Compendium of important instructions for Insurance Benefits	--		Rs.15/-

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CHAPTER-VI

Statement of categories of documents in ESIC.

There are following categories of documents held in ESIC. Viz.

(1) Documents regarding the Officers and employees of the Corporation for example Service Book of each employee, Service cards of all the officers, Confidential Reports, Probation Progress Reports and their personal files. Various Hypothecation documents for the loan and advances taken by the employees and officers. For example, HBA, Motor vehicle advance etc.

(2) Documents in the Construction Division, for example, registry of plots and building acquired by the Corporation, tender and deeds with various Construction Agencies, Rate Contract for maintenance etc.

The other documents regarding establishment in the Hqrs. Office are: -

- i. Seniority List.
- ii. Recruitment Regulation Rules.
- iii. D.P.C. Minutes

(a) Transfer Policy.

(b) List of officers of the ESI Corporation & employees working in the Hqrs. Office.

(c) Instructions on establishment matters.

(d) The ESIC (Staff & Conditions of Service) Regulations-1959.

(3) Records regarding recruitment of Staff including Para-Medical Staff, doctors & officers for example application forms along with enclosures, copies of testimonials etc., Medical Certificate for fitness. Results of examination etc. along with process of examination, offer of appointment and its acceptance. Results of DPC for promotion to higher post, record of pay-fixation, pay bills, record of annual increment, record of vigilance action if any against the employees & officers of the Corporation of ESI.

(4) Record of purchase, Service and Maintenance of the furniture's and fixtures including stationery & miscellaneous items of all types in the offices, dispensaries & hospitals of the ESI Corporation such as:-

(1) Copy of purchase Orders.

(2) Agenda/minutes of meeting of Corporation/Standing Committee.

(3) List of members of Corporation/Standing Committee with their names and capacity in which they represented in the Corporation.

(4) Policy in respect of medical arrangements for serving employees.

(5) Sanctioned/in-position strength of officers and staff in Hqrs. Office/different regions/sub regions and other offices.

(6) Location of establishments.

(5) A The documents in the Revenue Branches of Regional Offices are

(i) 01 Form & 01-A Application for Registration of Factories & Establishments.

(ii) Survey Report of the Insurance Inspector recommending coverage of the factory & Establishment based on the information collected/obtained on a visit to the factory or establishment.

(iii) C-11 coverage letter issued to the Employer covering the factory or establishment under the provisions of Section 2(12) (a), 2(12) (b) Section 15 of the ESI Act.

- (iv) Inspection Report prepared by the Insurance Inspector or verification of the records of the Employer and discrepancy letter/observation letter issued to the employer.
- (v) Recovery actions taken against defaulting employers **i.e.** Notices issued-C-18, Show Cause Notice for prosecution and notice for levy of damages-D-18.
- (vi) Speaking Orders passed u/s 45-A determining contribution payable and u/s 85-B determining levy of damages. Prosecution sanction orders and Recovery Certificates.
- (vii) Challans of contribution paid by the Employer and the half yearly returns of contributions submitted by the employer and correspondence with the employer.

B. Documents maintained in Revenue Branch of Hqrs. Office are:-

- (i) Instructions on Revenue matters.
- (ii) Data on Arrears.
- (iii) Data on Monthly Contribution Income received.
- (iv) BIFR Cases-status of.
- (v) Supreme Court cases-decided cases.

(6) The list of documents pertaining to the benefit matters is as under:-

A. Registration

1. Return of Declaration Form
2. Declaration Form
3. Form 72-A
4. Certificate of Employment

B. Contribution

1. Return of Contribution
2. ESIC-71
3. ESIC-37
4. Live List

C. Sickness Benefit/Enhanced Sickness Benefit/ESB

1. Medical Certificates

2. Claim Forms
3. Second Opinion of Medical Referee
4. ESIC-47
5. Ledger Sheet

D. Temporary Disablement Benefit/Permanent Disablement Benefit/Dependent's Benefit.

1. Accident Report/BI-1
2. Investigation Report and the statement of witnesses etc.
3. ESIC-32
4. Medical Certificates
5. All Claim Forms
6. Opinion of the Medical Referee
7. Request for Medical Board
8. Form BI-1 (a)
9. Form BI-2
10. Medical Board Register
11. Form BI-2
12. ESIC-154
13. Ledger Sheet for TDB
14. Ledger Sheet for PDB
15. Ledger Sheet for DB
16. Application for commutation
17. Decision of commuted value of PDB
18. Live Certificates for PDB & DB
19. Claim form for PDB & DB

E. Maternity Benefit

1. Notice of pregnancy
2. Certificate of expected confinement
3. Certificate of confinement
4. Claim forms
5. Ledger Sheet.
6. Abstention verification of forms.

F. Funeral Expenses

1. Death Certificate
2. Claim form

G. Unemployment Allowance

1. Application for Unemployment Allowance.
2. Certificate in respect of retrenchment/closure of a factory.
3. Rate Card of Unemployment Allowance.
4. Ledger Sheet

H. Vocational Rehabilitation Allowance

1. Claim Form
2. Certificate of training
3. Ledger Sheet

I. Medical Benefit

1. MRE Medical Record Envelop
2. Medical Record Card
3. ESIC-37

4. Live List
5. ESIC-48
6. Certificate of Employment

(7) Documents maintained in the Medical Division and Hospitals.

1. Duty Chart of class A,B & C,D, Groups.
2. Records of indoor patients maintained in all the hospitals.
 - (i) Central Admitting and Enquiry Services and preparation of patients name index cards.
 - (ii) Census of in-patients.
 - (iii) Admission and discharge statistical analysis.
 - (iv) Completing of records.
 - (v) Coding of diseases and operative procedures.
 - (vi) Indexing-Diagnostic and operations coding.

(8) Records maintained in the Finance & Accounts Division in Hqrs. Office.

- i. Investment policy under Rule 27 of ESI Central Rules 1950.
- ii. Monthly Accounts.
- iii. Cash Book.
- iv. Receipt Book.
- v. Bank Scroll.
- vi. Schedule Sheet.

(9) Documents maintained in Planning & Development Branch of Hqrs. Office are:-

- (i) Documents of Phased Programme for implementation of scheme in new areas.
- (ii) Documents relating to implementation of scheme in an area **i.e.** notifications of implementation.
- (iii) Details of non-implementations.

10. Documents in Public Relations Division

- (i) Documents of Annual accounts of ESIC.

CHAPTER-VII.

PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBER OF PUBLIC IN RELATION TO THE FORMULATION OF POLICY FOR IMPLEMENTATION THEREOF.

Such an arrangements exists in the ESI Corporation at different levels.

These are:-

(1) Local Committees : are functioning at the grass route level **i.e.** Branch Office level. It is headed by the Distt. Labour Commissioner or the Distt. Magistrate / Distt. Commissioner / Collector and includes representatives of employees, employers, Officer from District Medical Services and the Branch Manager of ESI Corporation. They supposed to meet every quarter to discuss the arrangement and facilities of ESI to the employees and their family members. Any complaints etc. against satisfactory working of the scheme are discussed and remedial measures are suggested for being taken at appropriate level.

(2) The Regional Board : The Regional Board functions at the Regional level. It is headed by the State Labour Minister and representatives of employees & employers, Director ESI Scheme are its members. The Regional Directors ex-officio Secretary of the Regional Board. It is required to have its quarterly meeting and discuss matter and framed policy for the efficient functioning of the ESI Scheme in that region.

(3) At the National level, it is the ESI Corporation, its Standing Committee and the Medical Benefit Council that discuss all the matters and framed policies for the working of the scheme at the National level.

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CHAPTER-VIII.

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TATEMENT OF BOARD'S, COUNCIL, COMMITTEES AND OTHER BODIES-

In every region, there can be one or more Medical Boards as constituted by the respective State Government to decide references from the Regional Offices for deciding the percentage of loss of earning capacity of the Insured Person in case of employment injury for deciding the quantum of pension to be paid per month in case of employment injury. The Medical Board comprises of a CMO **i.e.** Chief Medical Officer or some other senior doctors along with two other doctors who may be specialist in Orthopedic, Ophthalmology (Eye Specialist) a surgeon as required in the cases.

Over & above the Medical Board, there may be Medical appellate Tribunal (MAT) to decide

disputes out of Medical Board decisions in the MAT there are three members (1) a Civil Judge (2) a doctor (3) representative from the "Workers Union".

There is a Medical Benefit Council under the Chairmanship of Director General of Health Services of India and the Dy. Director General of Health Services as the Vice-Chairman the other members of the MBC are: -

1. Medical Commissioner of ESIC,
2. One member each from the States and Union Territories to which this Act applies, to be appointed by the concerned State Govt.,
3. Three members from the employers to be appointed by the Central Govt.
4. Three members from the employees to be appointed by the Central Govt.
5. Three members, with atleast a women representing Medical Profession, to be appointed by the Central Govt.

The MBC shall look into the matters relating to Medical Benefits imparted by ESIC.

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CHAPTER-IX

A DIRECTORY OF THE OFFICERS AND EMPLOYEES OF THE ESI CORPORATION:

List of Sr. Officer in the Hqrs. Office	
Name & Designation	Contact No.
Director General	Tel. 91-11-23235391
Mr. Ramesh Inder Singh, IAS	Fax 91-11-23237136
Financial Commissioner	91-11-23235194
Mr. Vinod Kumar Pipersenia, IAS	91-11-23239987

Insurance Commissioner

Mr.A.J.Pawar

Medical Commissioner

91-11-23236496

Dr.(Ms) Kamlesh Kalra

-

Additional Commissioner

91-11-23236496

O.A. Hameed

-

Additional Commissioner(Administration)

91-11-23236706

C. Sethu

-

Additional Commissioner(PR & Systems) -

91-11-23237284

-

Mrs. S. Thomas

**Additional
Admn.)****Commissioner****(Med.**

91-11-23216052

T.R.

Gautam

Additional Commissioner (Vigilance)

Jose Cherian

011-23237284

Director(Finance)

011-23237284

M.A. Elikottil

Director (Benefits)

011-23234685

P.K. Srivastava

Director (Medical Vigilance)

K.N.

Govindan

011-23234092

Director - (MSU)

011-23234092

Shri Ram Parshad

Director - (Inspection)

011-23234092

Shri Sunderaraman

Dy. Med. Commissioner91-11-23221498
[23234092](#)

Dr. A. K. Aggarwal

Dy. Med. Commissioner

Dr. S. K. Jain

91-11-23221498

Dy. Med. Commissioner-ISM

Dr. V. P. Kaushik, ISM

91-11-23216052

List of Regional Director's/Jt. Director's I/c./ Divisional Offices.

Name & Region	Address	Tel No.(Office) & Email Address
Andhra Pradesh K.Mishra	ESI Corporation, Panchdeep Bhawan, 5-9-23 Hill Fort Road, Hyderabad-500483.	040-23234319, 23231987(R) esichyd@ap.nic.in Fax : 23235048
Aurangabad		0240-248144
R.S. Rao Vijayawada R. Parthasarathy		0866-2571880(D), 2570464
Assam Romen Saikia	ESI Corporation, Panchdeep Bhawan, P.O.Bamuni Maidan, Guwahati-781021.	0361-2550357, 2550075(R) esic@gul.dot.not.in
Bihar A.K. Sinha	ESI Corporation, Panchdeep Bhawan, Belly Road, Opp.C.R. Building, Patna-800001.	0612-233314 root@esic.bin.nic.in
Jarkhand, Ranchi S.Mitra		0651-2261919
Chattisgarh Gopal Prasad,	ESI Corporation, H. No. 23, Choubey ColonyRAIPUR	0771-2257598, 2254589
Delhi B.C. Bhardwaj, Addl. Commissioner & Regional Director	ESI Corporation, D.D.A. Shopping Cum-Office Complex, Rajendra Place, New Delhi-110008.	011-25734381 rdesidel@bol.net.in
SRO, Rohini, Delhi	ESI Corporation, Sector 7, Near Sahibabad Rohini, New Delhi.	011- 27861033
N. Gopal Krishnaiah,		
Jt. Director		
SRO, Nand Nagri, Delhi	ESI Corporation, Divisional Office Nandnagari, New Delhi.	011-22123685
Jt. Director		
SRO, Okhla, New Delhi	ESI Corporation, Divisional Office, ESI Hospital Campus Okhla,	011-268383868, 26818907
Sanjay Sinha,		
Jt. Director	Maa Anand Mai Marg, New Delhi.	
Goa K.F. Janvekar	ESI Corporation, Panchdeep Bhawan, Illrd floor, EDC,	08322438858(TeleFax) 2438859- DD(Fin.)

	Plot No: 23, Patto, Panaji, Goa-403001	esicgoa@goatelecom.com
Gujarat A. Chokalingam	ESI Corporation, Ashram Road, Ahmedabad-380014.	079-27540544, 25740498 esiabd@adl.vsnl.net.in
SRO, Vadodara A.K. Srivastava	ESI Corporation, Urmil Society, ESI Dispensary, No. D-1, Alka Puri, Baroda - 452 008	0265-2324446, 2324442
SRO, Surat P.Mukhopadhyay	ESI Corporation, ESI Hospital Complex, Majura Gate, Ring Road, Surat - 395 001	0261-23233195, 23233201
Haryana T.K.Bhattacharya	ESI Corporation, H.No.5, N.I.T. Sector – 16, Faridabad-121002 Haryana	0129-2284728, 2282442, 2264078(F) esicfbd@nicfbd.chd.nic.in
Div. Office, Ambala A.K. Mishra, Jt. Director Div. Office, Gurgaon, B.S. Negi Himachal Pradesh,	8, Model Town, Ambala City, Haryana	95171-2521447, 2521943
P.K.N. Namboodiri Jamu & Kashmir A.K. Verma	ESI Corporation, Near ESI Hospital Parwannoo	01792-235057, 235056
Karnataka Jai Prakash	ESI Corporation, Panchdeep Bhawan, No.10, Binny Peth, Binny Fields, Bangalore-560023. (Karnataka)	0191-2459568
SRO-Hubli K.M. Joy	ESI Corporation, Niketan Shoppee, Sarvoday Circle, Keshwapur Hubli-580023.	080-26740764, 26741307(F) esicbng@kar.nic.in Fax : 26741307
Kerala-D.O. Kollam	ESI Corporation, Panchdeep Bhawan, North Swaraj Round, Thrissur-680020.	0836-2354627 esihbl@vsnl.com 0487-2331241, 2338441 (F) esitcr@ker.nic.in

Madhya Pradesh P. Babu Verghese	ESI Corporation, Panchdeep Bhawan, Nanda Nagar, Indore-452008	0731-2550485
Maharashtra- N. Parsuraman	ESI Corporation, Panchdeep Bhawan, 108, N.M.Joshi Marg, Lower Parel, Mumbai-400013.	022-24933329, 24925352(F) karabini@vsnl.com
SRO, Thane S. Biswas	ESI Corporation, ESI Hospital Complex, 5th Floor, Wagle Estate, Thane-400 604	022-25805222, 25806131
SRO, Marol T.M. Joseph	ESI Corporation, Panchdeep Bhawan, Plot No.9, Road No. 7 MIDC, Marol, Andheri (East)	022-28303542
Pune M. Rama Rao	Mumbai-400 093 ESI Corporation, Site No.689/690, Bibe Wadi, Pune-411037	070-24218710, 24215153(F) esipune@mah.nic.in
Nagpur A.S. Meeran	ESI Corporation, Panchdeep Bhawan, Ganesh Peth, Nagpur-440018.	0172-2722987, 2729359(F) esicngp@nagpur.dot.net.in
Orissa C.R. Naiya	ESI Corporation, Panchdeep Bhawan, Plot C, Janpath Unit No.IX Bhubaneswar-751007	0674-2540207(T/F) esicbbsr@vsnl.net
Punjab G.C. Jena	ESI Corporation, Panchdeep Bhawan, Block No.3, Sector – 19-A, Madhya Marg, Chandigarh-160020	0172-2544126(T), 2542892(F) esicpb@ch1.dot.net.in
Pondicherry Y.M. Parathe	ESI Complex, Boubankari Street, Mudaliarpatt Pondicherry PIN- 605004	0413-2354268(T)
Rajasthan L.K. Patnaik	ESI Corporation, Panchdeep Bhawan, Bhawani Singh Marg, Jaipur-302001	0141-2381631 esicjpr@raj.nic.in
Tamil Nadu B.K.Venkatesh	ESI Corporation, Panchdeep Bhawan,	044-28279952 esictnro@vsnl.com

	143, Sterling Road, Chennai-600034.	
SRO-Madurai	ESI Corporation, 4th Main Road, K.K. Nagar, Madurai - 625 020	0452-2531255 esimdu@vsnl.com
Gantpathiswamy		
SRO-Coimbatore	ESI Corporation, A.P. Office Complex, 4th Floor, 100 Cross Road, Coimbatore - 641 012	0422-2231734 jtdr@md5.vsnl.net.in
Uttar Pradesh		
S. Chakraborty	ESI Corporation, Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005	512-2217957 ESI_Corporation@knp.nic.in
Varanasi	ESI Hospital Complex,	0542-2506728
M. K. Sharma	Pandey Pur, Varanasi	
SRO NOIDA		95120-258445,2583421
Arun Kumar,		
Jt. Director		
Uttaranchal		
R.K. Shukla	ESI Corporation, Panchdeep Bhawan, at ESI Dispensary Prem Nagar, Dehradun	0135-2774763, 2774762
West Bengal		
B.K. Sahu	ESI Corporation, Panchdeep Bhawan, 5/1, Grant Lane, Calcutta-700012.	033-22259236 esical@wb.nic.in
SRO-Barrackpore		033-22259236(F)
B.D. Sharma		
S.R.O. Salem, Tamil Nadu	ESI Corporation, 2/232, C- Ramnagar, Salem-636004. (Yet to start).	0427-2447361
Janaradhan Rao		
S.R.O. Thirunilvelli	54/2/A, High Road, Thirunilvelli	0462-2334333
S. Ravichanderan		

The Public Relation Division in the Hqrs. Office publishes a list of the Officers of the ESI Corporation which contains Sl. No., Name of the Officer, Educational qualifications, Date of birth, Date of entry in ESIC, present designation, place of posting, Date of present posting. The list contains the names and other above particulars in respect of all the officers in the rank of Assistant Regional Directors/Section Officers and above which is priced publication.

This list was previously printed on 1st January-2001 and is available with the Additional Commissioner (PR).

The details of other officers and employees **i.e.** Class-III & Class-IV employees, are maintained region-wise and are always available with the Administrative Branch of respective Regional Offices or Directorate (Medical) Delhi & Noida. This information is available in detail with the Central Public Information Officer's and Central Assistant Public Information Officer's of the concerned unit.

CHAPTER-X

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THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

As contained in the provisions under Section-17 of the ESI Act-1948, the method of recruitment, salary and allowances, discipline and other conditions of service of the members of the Staff of the Corporation shall be such as may be specified in the regulations made by the Corporation in accordance with the rules and orders applicable to the officers and employees of the Central Government drawing corresponding scales of pay. Accordingly, the report of Vth Pay Commission is accepted and applicable to all the employees and officers of the ESI Corporation. Considering the recruitment rules, nature of job, duties and responsibilities of the post held by any officer or employee of the ESI Corporation are paid remunerations as per pay scale applicable to their post. The other usual

allowances for example; Dearness allowance, Dearness pay, House Rent Allowance, CCA., Transport Allowance, Non-Practice Allowance (in case of doctors) and any other allowance are paid to the employees of Corporation as are payable in the case of Central Govt. employees of equivalent posts and pay scales.

The various posts and their pay scales in ESI Corporation are as under:-

Sl. No.	Name of post(s)	Pay Scales.
GROUP 'A'		
1.	Director General	22400-525-24500
2.	MC/IC/FC/Dir(M)/DM Delhi	18400-500-22400
3.	Chief Engineer	16400-450-20000
4.	Addl. Commissioner (P&A) / (Vig.) / (Rev.) / (Ben.) / (PR) / DMC / MS / Dir(Med) HQ.	14300-400-18300
5.	Actuary	14300-400-18300
6.	R.D. Gr. I/Dir(Fin.)/(HRD)/(P&D)/(MSU)	12000-375-16500
7.	Dir. (PR)/AO MGM Hosp.	10000-325-15200
8.	Jt. Dirs./RD Gr. II/Asstt. Actuary/Jt. Dir. (System)/Jt. Dir. (F)/Jt. Dir. (O.L.) Jt. Director (MSU) etc..	10000-325-15200
9.	Executive Engineer	10000-325-15200
10.	Dy. Dirs./Dy. Dir.(Fin.)/(P&D)/(Actural)/(MSU) etc.	8000-275-13500
GROUP 'B'		
11.	Section Officer/ARDs/Dy. ACO/PS/Mgr. Gr. I/Hindi Officer	6500-200-10500
12.	Asstt. Engineer	6500-200-10500
GROUP 'C'		
13.	Sr. Gestetner Operator	3050-75-3950-80-4590
14.	Staff Car Driver (Ordinary Grade)	3050-75-3950-80-4590
		4000-100-6000
	(Grade-II)	4500-125-7000
	(Grade-I)	
15.	LDC/Computer/Telephone	3050-75-3950-80-
	/Telex Operator/Lift man	4950
16.	UDC/Stenographer Gr. 'D'	4000-100-6000
17.	Stenographer Gr. 'C'/P.A.	5000-150-8000
18.	Assistant/Head Clerk	4500-125-7000
		5000-150-8000
19.	Jr. Hindi Translator	4500-125-7000
20.	Librarian	5000-150-8000
21.	Jr. Engineer	4500-125-7000
22.	I.I./Mgr. Gr.-II/Audit Inspector/Supdt./Sr. P.A./Sr. Hindi Translator	5500-175-9000
23.	Artist	5000-150-8000
GROUP 'D'		
24.	Peon/Farash/Sweeper/Chowkidar/Mali	2550-55-2660-60-3200
25.	Record Sorter/Jr. Gestetner Operator/Jamadar/Sr. Library Attendant	2610-60-3150-65-3540
		2650-65-3300-70-4000

26.	Manager, Departmental Canteen	3200-4900
27.	Halwai	3200-4900
28.	Cook	3050-4590
29.	Counter/Kitchen Clerk	2750-4400
30.	Tea/Coffee Maker	2610-3540
31.	Bearer	2610-3540
32.	Wash Boy	2550-3200

'STATEMENT SHOWING THE VARIOUS CATEGORIES OF POSTS IN GROUP 'A', 'B', 'C' & 'D' IN DIRECTORATE (MEDICAL) DELHI/ESI HOSPITALS OF E.S.I. CORPORATION WITH EXISTING SCALES OF PAY AND THE REVISED SCALES OF PAY.

Sl. No.	Name of post(s)	Pay Scales.
GROUP 'A'		
01.	IMO Gr. II/Nursing Supdt./Ayurvedic Physician/Welfare Officer/Dental Surgeon	8000-275-13500
02.	IMO Gr.I/M.R.	10000-325-15200
03.	Specialist Gr. I/CMO	12000-375-16500
04.	Specialist Gr. II	10000-325-15200
05.	Addl. Director (Disp. & Hosp.)	14300-400-18300
06.	Jr. House Surgeon	9000 fixed
07.	Registrar/Diploma holder/MS/MD	10325-325-10975
GROUP 'B'		
08.	Dietician	6500-200-10500
09.	Dy. Nursing Supdt.	7500-250-12000
10.	Asstt. Nursing Supdt.	6500-200-10500
GROUP 'C'		
11.	Sr. Lab Techn./Sr. OT Tech./Sr. CSSD Tech/Sr. ECG Tech.	4500-125-7000
12.	Nursing Sister	5500-175-9000
13.	Staff Nurse	5000-150-8000
14.	Lab Tech.	4500-125-7000
15.	O.T. Tech./CSSD	4000-100-6000
16.	O.T. Asstt./CSSD Asstt./Medical Record Tech./CSR Asstt./Linen Mistress	3050-75-3950-80-4590
17.	Sr. Radiographer	5000-150-8000
18.	Radiographer/X-Ray Technician	4500-125-7000
19.	Jr. Radiographer	3200-85-4900
20.	Dark Room Asstt.	3050-75-3950-80-4590
21.	ANM	4000-100-6000
22.	LHV/Social Guide	4500-125-7000
23.	Pharmacists	4500-125-7000
24.	Sr. Pharmacist	5000-150-8000

25.	Staff Car Driver	3050-75-3950-80-4590
	Ambulance Driver (Ordinary)	4000-100-6000
	(Grade-II)	4500-125-7000
	(Grade-I)	
26.	Office Makadam/Havildar	3050-75-3950-80-4590
27.	Lab Asstt.	3200-85-4900
28.	Metal Worker	3050-75-3950-80-4590
29.	Boiler Attendant	4000-100-6000
30.	Physiotherapist/Occupational Therapist	4500-125-7000
31.	Asstt. Dietician	5500-175-9000
32.	Laundry Supervisor	4500-125-7000
33.	Optometrist	4500-125-7000
34.	ECG Tech.	4000-100-6000
35.	Sr. Tech./Asstt. (Radiology)	5500-175-9000
36.	Sr. Tech. Asstt. (ECG)	5500-175-9000
37.	Sr. Tech. Asstt. (Lab)	5500-175-9000
38.	Tech. Supervisor (Ophthalmology)	6500-200-10500
39.	Laundry Manager	6500-200-10500
40.	Head Laundry Operator	3050-75-3950-80-4590
41.	Medical Record Officer	5500-175-9000
42.	Assistant Librarian	3050-75-3950-80-4590
43.	Librarian	4000-100-6000
44.	Blood Bank Tech.	4000-100-6000
45.	Sr. Physiotherapist	5500-175-9000
46.	Plaster Asstt.	3200-85-4900
47.	Sr. Medical Record Technician	4000-100-6000
48.	Steward	4000-100-6000
49.	Audiometer Tech.	4500-125-7000
50.	Dental Hygienist	4000-100-6000
51.	Dental Tech.	4000-100-6000
52.	House Keeper	4000-100-6000
53.	Plaster Tech.	4000-100-6000
GROUP 'D'		
54.	Masalchi/Ambulance Attendant/Aya/Cook/Mate/Stretcher Bearer/Attendant/Armed Guard/Nursing Orderly.	2550-55-2660-60-3200
55.	Laundry Operator/Cook/Dresser/Head Clerk/Tailor	2650-65-3300-70-4000
56.	Selection Grade Dresser	2750-70-3800-75-4400
57.	Bearer	2550-55-2660-60-3200
58.	Chowkidar	2610-60-3150-65-3540

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CHAPTER-XI

Budget allocated under various heads in the ESI Corporation during the year 2003-04, estimates for 2004-05, the Revised Estimates for 2004-05 and the Budget Estimates for 2005-06 are as under:-

Id of Account	Actuals 2003-2004	Budget Estimates 2004-2005	Revised Estimates 2004-2005	Budget Estimates 2005-2006
ENUE RECEIPTS: (Rupees in Lakhs)				
NTIBUTION Employers' & loyees' shares Interest & dend Compensation	138071.97	153240.00	155040.00	168564.00
	51334.11	49228.25	50650.00	39408.70
	371.46	412.35	491.10	478.30
			(A)	(A)
† Rates & Taxes	5762.01	6278.45	6078.00	6280.00
e Govts. Share towards dical benefit initially incurred by Corporation (except on pitals with ODCs)	NIL	4658.00	NIL	NIL
			(B)	(B)
s, Fines & Forfeiture	569.04	255.00	500.00	500.00

miscellaneous	1455.01	100.00	110.00	110.00
TOTAL REVENUE RECEIPT:	197563.60	214172.05	212869.30	215341.00
EXPENDITURE BENEFITS:				
Medical Benefits:				
	62038.29	82763.75	78226.40	87443.20
Health Benefits:			(C)	(CC)
Other Benefits:	27396.86	32185.05	28349.30	3211.90
	80.69	110.00	80.70	16286.35
				(D)
Total Benefits:	89515.84	115058.80	106656.40	135843.45
Administrative Expenditure	18277.01	23183.05	204656.90	21408.20
Hospital & Dispensaries Provision				
Depreciation	377.39	400.70	388.50	1711.00
				(E)
Repairs & Maintenance	1509.55	1602.75	1554.00	3422.00
				(E)
Municipal Taxes	464.14	500.00	500.00	500.00
RESERVE FUND				
CONTINGENCY RESERVE FUND:	NIL	NIL	NIL	NIL
Hospital Construction Fund	6903.60	7662.00	7662.00	1606.37
TOTAL EXPENDITURE ON REVENUE ACCOUNT	117047.53	148407.30	137217.80	164491.02
EXCESS OF INCOME OVER EXPENDITURE TRANSFERRED/TRANSFERABLE TO : GENERAL RESERVE FUND	80516.07	65764.75	75651.50	50849.98

The Annual Budget with details of sub-heads is published every year by the Finance & A/cs. Division and is available in book form

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Chapter-XII

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There is no provision of any subsidy programme in the ESI Corporation. However, like any other Central Govt. Department, the ESIC allows its employees and officer's some interest free advances such as, the festival advance, and fan advance alongwith some subsidize loan and free liveries to the Class-IV employees as payable any other Central Govt. employees.

Further, the beneficiaries are given all benefits payable to them as per the ESI Act, Central Rules and Regulations as already explained in chapter of this manual.

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Chapter-XIII

Particulars of receiptients: The E Corporation is all for its Insured Persons/Insured women and their family members who are the beneficiaries for the various benefits under the scheme.

Chapter-XIV

Information available by the Corporation in electronic form is available on its web site : www.esic.org.in & @ <http://www.esic.nic.in/> & E Mail Hq. @ esic.org.in wherein all information about the introduction and

particulars of ESI Corporation alongwith the list of officers is available.

Chapter-XV

Any citizen can approach any of the Central Public Information Officers for any information at any time during the working hours. Further, the information can be retrieved at any time from the Website of ESI Corporation.

Chapter-XVI

Rules framed by DOPT under the Right to Information Act. 2005

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi, dated the 16th September, 2005

Notification

G.S.R....., In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act., 2005 (22 of 2005), the Central Government hereby makes the following rules namely: -

1. **Short title and commencement** – (1) These rules may be called the Right to Information (Regulation of Fee and Cost) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions** – In the rules, unless the context otherwise requires,-

(a) **'Act'** means the **Right to Information Act, 2005**;

(b) **'section'** means section of the Act;

(c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

3. **A request** for obtaining information under sub-section (1) of section 6 shall be accompanied by an application **fee of rupees ten** by way of **cash** against proper receipt or by **demand draft** or **bankers cheque** payable to the Accounts Officer of the public authority.

4. For providing the information under sub-section (1) of section 7, **the fee shall be charged by way of cash** against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates: -

- (a) **Rupees two for each page** (in A-4 or A-3 size paper) created or copied;
- (b) **Actual charge or cost price** of a copy in larger size paper;
- (C) **Actual cost** or price for samples or models; and
- (d) For inspection of records, **no fee for the first hour**; and a fee of rupees **five for each fifteen minutes** (or fraction thereof) thereafter.

5. for providing the information under sub-section (5) of section 7,

The fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates: -

- (a) for information provided in **diskette or floppy rupees fifty per diskette or floppy**; and
- (b) for information provided in printed form at the **price fixed** for **such publication** or **rupees two per page** of photocopy for extracts from the publication.

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi, dated the 16th September, 2005

Notification

G.S.R....., In exercise of the powers conferred by clauses (e) and (c) of sub-section (2) of section 27 of the Right to Information Act., 2005 (22 of 2005), the Central Government hereby makes the following rules namely: -

1. **Short title and commencement** – (1) These rules may be called the Central Information Commission (Appeal Procedure) Rules, 2005. (2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions** – In these rules, unless the context otherwise requires,-

(a) **'Act'** means the **Right to Information Act, 2005**;

(b) **'section'** means section of the Act;

(c) **"Commission"** means the **Central Information Commission**.

(d) words and expressions used herein and not defined but defined in the Act. shall have the meanings respectively assigned to them in that Act.

3. **Contents of appeal.**- An appeal to the Commission shall contain the following information, namely :-

- i) name and address of the appellant;
- ii) name and address of the Public Information Officer;
- iii) particulars of the order against which the appeal is made including number, date and the Central Public Information Officer who passed the order;
- iv) brief facts leading to the appeal;
- v) prayer or relief sought,
- vi) grounds for the prayer or relief,
- vii) provisions of the Act or the rules;
- viii) verification by the appellant and
- ix) any other information which the Commission may deem necessary for deciding the appeal.

4. **Documents to accompany appeal.**- Every appeal made to the Commission shall be accompanied by the following documents, namely: -

- i) attested true copy of the Order against which the appeal is being preferred;
- ii) copies of documents relied upon by the appellant and referred to in the appeal; and

iii) an index of the documents referred to in the appeal.

5. **Procedure in deciding appeal.**- In deciding the appeal the Commission shall.

- i) hear oral or written evidence on oath or on affidavit from concerned or interested person.
- ii) peruse or inspect documents, public records or copies thereof;
- iii) inquire through authorized officer further details or facts;
- iv) hear Central Public Information Officer, Assistant Central Public Information Officer or such Senior Officer who decide the first appeal, as the case may be;
- v) hear third party; and
- vi) receive evidence on affidavits from Central Public Information Officer, Assistant Central Public Information Officer, such Senior Officer who decided the first appeal or third party.

6. **Service of notice by Commission**

Notice to be issued by the Commission may be served in any of the following modes, namely: -

- i. service by the party itself;
- ii. by hand delivery (dasti) through Process Server;
- iii. by registered post with acknowledgement due; or
- iv. through Head of Office or Department.

7. **Signing of order.**- Order of the Commission pronounced in open proceedings shall be in writing and authenticated by the Registrar or any other officer authorized by the Commission for the purpose.

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, dated the 28th October, 2005

Notification

G.S.R....(E)., In exercise of the powers conferred by clauses (e) and (f) of sub-section (2) of section 27 of the Right to Information Act., 2005 (22 of 2005), the Central Government hereby makes the following rules namely: -

1. **Short title and commencement** – (1) These rules may be called the Central Information Commission (Appeal Procedure) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions** – In these rules, unless the context otherwise requires,-

(a) **'Act'** means the **Right to Information Act, 2005**;

(b) **'section'** means section of the Act;

(c) **"Commission"** means the **Central Information Commission**;

(d) words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in that Act.

3. **Contents of appeal.**- An appeal to the Commission shall contain the following information, namely :-

- i) name and address of the appellant;
- ii) name and address of the Public Information Officer against the decision of whom the appeal is preferred;
- iii) particulars of the order against which the appeal is made including number, if any, against which the appeal is preferred;
- iv) brief facts leading to the appeal;
- v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Central Public Information Officer to whom the application was made;
- vi) prayer or relief sought,
- vii) grounds for the prayer or relief,
- viii) verification by the appellant and
- ix) any other information which the Commission may deem necessary for deciding the appeal.

4. **Documents to accompany appeal.**- Every appeal made to the Commission shall be accompanied by the following documents, namely: -

- i) self-attested copy of the Order or document against which the appeal is being preferred;
- ii) copies of documents relied upon by the appellant and referred to in the appeal; and
- iii) an index of the documents referred to in the appeal.

5. **Procedure in deciding appeal.**- In deciding the appeal the Commission may.-

- i) hear oral or written evidence on oath or on affidavit from concerned or interested person.
- ii) peruse or inspect documents, public records or copies thereof;
- iii) inquire through authorized officer further details or facts;
- iv) hear Central Public Information Officer, Central Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;

v) hear third party; and

vi) receive evidence on affidavits from Central Public Information Officer, Central Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the complaint lies or third party.

6. **Service of notice by Commission.-** Notice to be issued by the Commission may be served in any of the following modes, namely: -

- v. service by the party itself;
- vi. by hand delivery (dasti) through Process Server;
- vii. by registered post with acknowledgement due; or
- viii. through Head of Office or Department.

7. **Personal presence of the appellant or complainant.-** (1) The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date.

(2) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the Commission to be present in person or through his duly authorised representative or may opt not to be present.

(3) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. **Order of the Commission.-** Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the Registrar or any other officer authorised by the Commission for this purpose.

Chapter-XVII

The Director General, ESI Corporation, has designated all the Divisional Heads (Director / Addl. Commissioner) in Hqrs., all Assistant Director / Dy. Director (Admn.) in Regional Office / Sub-Regional Office / Divisional Offices / ESI Hospitals / D(M)D / D(M) Noida and all Branch Managers in Branch Offices in the ESI Corporation as Central Public Information Officers (CPIO) in respect of their jurisdictions under Section 5(1) of the RTI Act. 2005.

The Director General, ESI Corporation, has also designated all the Regional Directors in Regional Offices and Jt. Directors Incharge of Sub-Regional Offices as appellate authority for all the Branch Offices and Regional Offices / Sub-Regional Offices under their charge. The M.S. of ESI Hospitals and D

(M)D and D(M) Noida as appellate authority in respect of the field formation under their charge. Further, the Director General has designated the Medical Commissioner as appellate authority in respect of Medical Division for Hqrs. and the Insurance Commissioner as appellate authority in respect of other Divisions of Hqrs. at Hqrs. Office level.

The names, designation and particulars of the CPIOs at Hqrs. Office and in the Regional Offices, Sub-Regional Offices, Divisional Offices D(M)D, D(M) Noida and Hospitals of ESI Corporation are as given below.

The Director General has also ordered that whenever any officer holding the charge of CPIO goes out of office on transfer / leave / training or for any other reason than the officer to hold charge in his place shall also be designated as CPIO in his place. A specific mention to this effect must be made in the orders for the same by the competent authorities and the name of CPIO must be prominently displayed in that office.

Date: 23.8.2005

LIST OF CENTRAL PUBLIC INFORMATION OFFICERS IN HQRS. OFFICE

Io.	Name & Designation/Address of CPIO.	Telephone No. /Fax No.
	Shri/Smt.	
	Sh. A. K. Sinha, Addl. Commissioner (Revenue), ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for Revenue Division for Hqrs. Office)	23236786
	Sh. C. Sethu, Addl. Commissioner (P&A),	23239987

ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for Admn. & Personnel, Recruitment, Legal and M.S.U. Division for Hqrs. Office)	
Sh. Josh Cherian, Addl. Commissioner (Vigilance & Const. Div), ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for Vigilance & Const. Division for Hqrs. Office)	23237284
Dr. A. K. Agarwal, D.M.C.(R.C.), ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for Medical Division for Hqrs. Office)	23221498
Sh. M. A. Ellikotil, Director (Finance), ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for Finance & Accounts Division for Hqrs. Office)	23216052
Sh. Ram Parshad, Director (Benefit), ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for Benefit & P.G. Division for Hqrs. Office)	23221106

Smt. S. Thomas, Addl. Commissioner (PR), ESI Corporation, Panchdeep Bhawan; CIG Marg, New Delhi-110002. (for all other Divisions for Hqrs. Office)	23236764
Dr. S. K. Ananad, D(M)D, Directorate Medical Delhi, Hqrs. Office.	
Dr. S. K. Mathur, D (M) Noida.	

- Sh. J. K. Dagar Jt. Director (RTI) Telephone No. 23234092 Extn. 340 has been designated as CAPIO for all Divisions Hqrs. Office.

LIST OF CENTRAL PUBLIC INFORMATION OFFICERS RO/ SRO/ DIV. OFF/ BRANCH OFFICES / ESI HOSPITALS IN ESI CORPORATION

Asst. / Dy. Director (Admn.) ESI Corporation Panchdeep Bhawan; 5-9-23 Hill Fort Road, Hyderabad-500483.	040-23234319, 040-23231987 (R)
Asst. / Dy. Director (Admn.) ESI Corporation, 14-20-27, Padamnabaha Bldg. Gandhi Nagar, Vijaywada-52003.	0866-2571880 (D), 0866-2570464
Asst. / Dy. Director (Admn.) ESI Corporation Panchdeep Bhawan; P.O. Bamuni	0361-2550357, 0361-2550075 (R)

Maidan, Guwahati-781021	
Asst. / Dy. Director (Admn.)	0612-233314
ESI Corporation	
Panchdeep Bhawan; Belly Road, opp. C.R. Building, Patna-800001.	
Asst. / Dy. Director (Admn.)	0651-2261919
ESI Corporation	
ESI Hospital Complex,	
Namkum Ranchi-834010.	
Asst. / Dy. Director (Admn.)	0771-2257598,
ESI Corporation,	0771-2254589
H. No. 23,	
Choubey Colony Raipur.	
Asst. / Dy. Director (Admn.)	011-25734381
ESI Corporation,	(Fax) 011-25734381
D.D.A. Shopping Cum-Office Complex, Rajendra Place,	
New Delhi-110008.	
Asst. / Dy. Director (Admn.)	011-27861033
ESI Corporation,	
Sector-7, Rohini, New Delhi.	
Asst. / Dy. Director (Admn.)	011-26813811
ESI Corporation, Divisional Office, ESI Hospital Campus Okhla, New Delhi.	
Asst. / Dy. Director (Admn.)	011-22123685
ESI Corporation, Divisional Office Nandnagari, New Delhi.	
Asst. / Dy. Director (Admn.)	0832-2438858 (Tele Fax)
ESI Corporation,	
Panchdeep Bhawan, Illrd floor, EDC, Plot No. 23, Pattoo Panaji, Goa-403001	0832-2438859-DD (Fin.)
Asst. / Dy. Director (Admn.)	079-27540544,
ESI Corporation, Ashram Road; Ahmedabad-380014	079-25740498
Asst. / Dy. Director (Admn.)	0265-2324446,

ESI Corporation, Urmil Society, ESI Dispensary, No. D-1, Alka Puri, Baroda-452008	(Fax) 02652324442
Asst. / Dy. Director (Admn.) ESI Corporation, ESI Hospital Complex, Majura Gate, Ring Road, Surat-395001	0261-23233195, (Fax)0261-2235621
Asst. / Dy. Director (Admn.) ESIC., 767, Jeewan Nagar, Model Town Ambala City	0171-2521447 0171-2521943
Asst. / Dy. Director (Admn.) ESI Corporation, Near ESI Hospital Parwanoo (Himachal Pradesh).	01792-235057,235056
Asst. / Dy. Director (Admn.) ESI Corporation, Panchdeep Bhawan; Ground Floor, 11-A, Sastri Nagar, Jammu-180004	0191-2459568
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, No. 10, Binny Peth, Binny Fields, Bangalore-560023. (Karnataka).	080-26740764 080-2674130 Fax : 080-26741307
Asst. / Dy. Director (Admn.) ESI Corporation; Niketan Shoppee, Sarvodaya Circle, Keshwapur, Hubli-580023.	0836-2354627
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, North Swaraj Round, Thrissur-680020	0487-2331241, 2338441
Asst. / Dy. Director (Admn.)	0731-2550485

ESI Corporation; Panchdeep Bhawan, Nanda Nagar, Indore-452008.	
Asst. / Dy. Director (Admn.) ESI Corporation, Panchdeep Bhawan 108, N.M. Joshi Marg, Lower Parel, Mumbai-400013.	022-24933329, 24925352
Asst. / Dy. Director (Admn.) ESI Corporation, ESI Hospital Complex, 5 th Floor, Wagle Estate, Thane-400 604.	022-25805222, 25806131
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Plot No. 9, Road No. 7 MIDC, Marol Andheri (East) Mumbai-400093	022-28303542
Asst. / Dy. Director (Admn.) ESI Corporation, Site No. 689/690, Bibe Wadi, Pune-411037	020-24218710, 24215153
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Ganesh Peth, Nagpur-440018	0712-2722987,2729359
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Plot C, Janpath Unit No. IX, Bhubaneswar-751007	0674-2540207
Asst. / Dy. Director (Admn.) ESI Corporation;	0172-2544126, 2542892

Panchdeep Bhawan, Block No. 3, Sector-19-A, Madhya Marg, Chandigarh-160020	
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Bhawani Singh Marg, Jaipur-302001	0141-2381631
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, 143, Sterling Road, Chennai-600034.	044-28279952
Asst. / Dy. Director (Admn.) ESI Corporation, 4 th Main Road, K.K. Nagar, Madurai-625020	0452-2531255
Asst. / Dy. Director (Admn.) ESI Corporation, A.P. Office Complex, 4 th Floor, 100 Cross Road, Coimbatore-641012	0422-2231734
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005	0512-2217957
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan ESI Dispensary Prem Nagar, Dehradun	0135-2774763, 2774762
Asst. / Dy. Director (Admn.) ESI Corporation;	033-22259236

Panchdeep Bhawan, 5/1, Grant Lane, Kolkata-700012.	
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Sub Regional Office, Barrackpore, West Bengal.	033-22259236
Asst. / Dy. Director (Admn.) ESI Corporation; Panchdeep Bhawan, Sector-16 Faridabad-121002	0129-5075021 (Fax) 0129-5075011
Asst. / Dy. Director (Admn.) ESI Corporation, B-38-B, Sector-57 Noida (U.P).	0120-2583421
Asst. / Dy. Director (Admn.) ESI Corporation, ESI Dispensary Complex, Gandhi Nagar Pondicherry-605009.	0413-2357867
Asst. / Dy. Director (Admn.) ESI Corporation, ESI Hospital Complex, Pandeypur, Varanasi	0542-2506728
Asst. / Dy. Director (Admn.) ESI Corporation; 421/7/16, Civil Line Gurgaon	0124-2322285
Asst. / Dy. Director (Admn.) ESI Corporation; ESI Hospital Complex, MIDC/SIDCO, Aurangabad-431003	0240-2483144,2475721
Asst. / Dy. Director (Admn.) ESI Corporation,	0427-2447361

2/232, C-Ramnagar, Salem-636004. (Yet to start).	
Asst. / Dy. Director (Admn.) ESI Corporation ; Kollam, Asramam KOLLAM-691002.	0474-2742833 2768837
Asst. / Dy. Director (Admn.) SRO Thirunilvelli, Tamil Nadu	

Regional Director may designate one Asstt. Director/Dy. Director (junior to the one designated as CPIO) PIO in the Regional Office.

OF CENTRAL PUBLIC INFORMATION OFFICERS IN ESI HOSPITALS.

Asst. / Dy. Director (Admn.) ESI Hospital Complex, Sector-24, Noida, UTTAR PRADESH Ph. No. 95120-2411350	Asst. / Dy. Director (Admn.) ESI Hospital, Okhla Phase-I, NEW DELHI-110 020 Ph. No. 011-26814161
Asst. / Dy. Director (Admn.) ESI Hospital, Rohini, Sector-15 NEW DELHI-110085 Ph. No. 011-27861033	Asst. / Dy. Director (Admn.) IG ESI Hospital, Jhilmil Colony, DELHI-110095 Ph. No. 011-22151321
Asst. / Dy. Director (Admn.) ESI Hospital, Basaidarapur, Ring Road, NEW DELHI-110015	Asst. / Dy. Director (Admn.) ESI Hospital, Industrial Area, Phase-II, Ram Darbar, CHANDIGARH-160002. Ph. No. 0172-2650432 Fax No. 0172-2639644
Asst. / Dy. Director (Admn.), ESI Hospital, Ingoria Road, Nagda, MADHYA PRADESH-456335	Asst. / Dy. Director (Admn.) ESI Hospital cum ODC, 130/9 Mohan Nagar, Chinchwad, Pune, MAHARASHTRA Ph. No. 020-7462514 Fax No. 020-7462486
Asst. / Dy. Director (Admn.) ESI Hospital cum ODC (EZ), Diamond Harbour Road,	Asst. / Dy. Director (Admn.) ESIC Hospital, K.K. Nagar,

Thakurpukur, Joka, Kolkata-700 104 WEST BENGAL Ph. No. 24672799 Fax No. 24671764	CHENNAI-600078 Ph. No. 24892027 Fax No. 2489109
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• CENTRAL PUBLIC INFORMATION OFFICERS IN ESI MODEL HOSPITALS.

Asst. / Dy. Director (Admn.) ESI Model Hospital, Sahibabad, Ghaziabad, UTTAR PRADESH	Asst. / Dy. Director (Admn.) ESI Model Hospital, Sahibabad, Ghaziabad, UTTAR PRADESH
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h. No. 0161-2772436	Ph. No. 0120-2630096
ax No. 0161-2774357	Fax No. 0120-2752039
Asst. / Dy. Director (Admn.)	Asst. / Dy. Director (Admn.)
SI Model Hospital,	ESI Model Hospital,
axmi Nagar, Ajmer Road,	Phulwari Sharif, Patna,
AJASTHAN	BIHAR
h. No. 0141-2223579	Ph. No. 0612-2251276
ax No. 0141-2384947	Fax No. 0612-2251260
Asst. / Dy. Director (Admn.)	Asst. / Dy. Director (Admn.)
SI Model Hospital,	ESI Model Hospital,
amkum, Ranchi	Belatola, Guwahati-22
HARKHAND	ASSAM
h. No. 0651-2261919	Ph. No. 0361-2261082
Asst. / Dy. Director (Admn.)	Asst. / Dy. Director (Admn.)
SI Model Hospital,	ESI Model Hospital,
acharam, Hyderabad	Rajaji Nagar, Bangalore
NDHRA PRADESH	KARNATAKA
h. No. 040-27173161	
ax No. 040-27153348	Ph. No. 080-23325130
Asst. / Dy. Director (Admn.)	Asst. / Dy. Director (Admn.)
SI Model Hospital,	ESI Model Hospital,
sramam, Kollam,	Distt. Sundargarh, Rourkela
ERALA	ORISSA
h. No. 0474-2742833	
ax No. 0474-2763355	Ph. No. 0661-2512936
Asst. / Dy. Director (Admn.)	Asst. / Dy. Director (Admn.)
SI Model Hospital,	ESI Model Hospital,
ari Brahmana,	Bapunagar, Ahmedabad,
AMMU & KASHMIR	GUJRAT

h. No. 2452534	Ph. No. 22741886
	Ph. No. 22742681
Asst. / Dy. Director (Admn.) SI Model Hospital, GORIMEDU ONDICERRY.	Asst. / Dy. Director (Admn.) E.S.I. Hospital, Jhilmil, New Delhi Ph. No.011-22151329
h. No. 2272173. Asst. / Dy. Director (Admn.) .S.I. Model Hospital Chinchwad, Pune,	Asst. / Dy. Director (Admn.) E.S.I.C. Model, Hospital K.K. Nagar Ph. No.044-24893714
Asst. / Dy. Director (Admn.) .S.I. Hospital, Bakurpukur, Joka, Calcutta	Asst. / Dy. Director (Admn.) Nagda Ph. No. 07366-241603
Asst. / Dy. Director (Admn.) .S.I. Hospital Basaidarapur, Basaidarapur, Ring Road, New Delhi.	Asst. / Dy. Director (Admn.) E.S.I.C. Model Hospital Noida Ph. No. 95120-2411352
h. No. 011-25100664 Asst. / Dy. Director (Admn.) .S.I. Hospital Rohini, Sector-15, Rohini, New Delhi	Asst. / Dy. Director (Admn.) E.S.I. Hospital Okhla, Okhla New Delhi, Ph. No. 011-26814161
h. No. 011-2786033	

Branch Manager of each Branch Office shall be CPIO for the Branch Office.

Application for information under RTI Act. 2005

1. Name of the applicant :
2. Address

a. Permanent :

b. Present :

3. Nationality :
4. Telephone/email address:
5. Details of fees paid :
6. Detail of Information :

Details of Information required	Mode / form in which information is desired	Remarks
1.	2.	3.

Signature

HEADQUARTERS OFFICE

EMPLOYEES' STATE INSURANCE CORPORATION



HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI

No. Z-12/14/1/2005-RTI

Date: 20.1.2006

To,

**The Financial Commissioner/ Insurance Commissioner
Medical Commissioner/Addl. Commissioner / Director /
Regional Director / Jt. Director Incharge SRO/Div. Office,
D(M)D / D(M) Noida,
M.S. ESI Hospitals,**

Sub: Designation of Central Public Information Officers and appellate authorities in ESI Corporation.

Sir / Madam,

In supersession of all previous orders on the above subject the Director General has now designated the following officers as APIOs / CPIOs / Appellate Authorities for the various officers / establishments of the Corporation U/s 5 (1) and U/s 5(2) of the RTI Act. 2005.

Sl. No.	Name of the office / establishment	Name / designation of	
		Central Public Information Officers	Appellate Authority
a. Hqrs. Office:			
1.	Revenue Division	Sh. A. K. Sinha, Addl. Commissioner (Revenue) Tele: 23236786	Sh. A. J. Pawar, Insurance Commissioner Tele: 23239424
2.	Personnel & Administration, Legal, M.S.U. & Recruitment Division	Sh. C. Sethu, Addl. Commissioner (P&A) Tele: 23239987	Sh. A. J. Pawar, Insurance Commissioner Tele: 23239424
3.	Vigilance & Construction Division	Sh. Jose Cherian, Addl. Commissioner (Vig. & Constn.) Tele: 23237284	Sh. A. J. Pawar, Insurance Commissioner
4.	Medical Division	Dr. Anil Kumar Agarwal, Dy. Medical Commissioner (RC) Tele: 23231498	Dr. (Miss) K. Kalra, Medical Commissioner Tele: 23236496
5.	Finance & Accounts Division	Sh. M. A. Elikkotttil, Director (Finance) Tele: 23216052	Sh. A. J. Pawar, Insurance Commissioner
6.	Benefit Division	Sh. Ram Parshad, Director (Benefit) Tele: 23221106	Sh. A. J. Pawar, Insurance Commissioner
7.	All other Divisions	Smt. S. Thomas, Addl. Commissioner (PR) Tele: 23236764	Sh. A. J. Pawar, Insurance Commissioner
Sh. J. K. Dagar Jt. Director (RTI) Telephone No. 23234092 Extn. 340 has been designated as CAPIO for all Divisions Hqrs. Office.			
b. Regional Office			
1.	Regional Office	AD/DD (Admn.)	Regional Director
2.	Sub Regional Office	AD/DD (Admn.)	Regional Director / JD (Incharge)
3.	Divisional Office	AD/DD (Admn.)	Regional Director / JD (Incharge)
4.	Branch Office	Branch Manager	RD/JD Incharge of SRO or RO.

Director General has approved that the Regional Director may appoint one AD/DD as the CPIO for the Regional Office.			
5.	ESI Hospitals	AD/DD (Admn.)	M.S.
6.	D(M)D	AD/DD (Admn.)	D(M)D
7.	D(M) Noida	AD/DD (Admn.)	D(M) Noida
8.	ESI Dispensaries	IMO Incharge	Director (Medical) concerned

The Director General has also ordered that whenever any officer holding the charge of CPIO goes out of office on transfer / leave / training or for any other reason then the officer assuming charge in his place shall be the CPIO. A specific mention to this effect must be made in the relevant order issued by the competent authority.

The name, telephone number and designation of the CPIO/CPIO/Appellate Authority must also be prominently displayed in the office for facilitating the general public in seeking information under RTI Act. 2005.

This is for information and necessary action of all concerned.

Hindi version will follow.

Yours faithfully,

(J. K. Dagar)
Jt. Director (R.T.I.)