



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय/Headquarters
पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, C.I.G. Marg, New Delhi-110002
Phone: 011-23237841, Email: estt5-hq@esic.nic.in
Website: www.esic.nic.in/ www.esic.in

File No.: A-38/15/5/2010-MSU(Part File)

Date: 25-08-2023

OFFICE ORDER NO. 2 OF 2023

Sub: Delegation of Powers to the Insurance Commissioner (Zonal) & Medical Commissioner (Zonal)- reg.

Whereas ESI Corporation in its 188th meeting held on 18th & 19th June, 2022 has approved creation of Five additional posts each of Insurance Commissioner and Medical Commissioner for the Zonal offices. The roles and responsibilities of the Insurance Commissioners (Zonal) & Medical Commissioner (Zonal) have been circulated vide letter No. G-33/11/2/14-MSU dated 08-04-2023 & letter No.A-49/15/09/Med.I dated 26-12-2022 respectively.

Whereas as per Sub-Rule (2) of Rule 16 of Employees' State Insurance Corporation (Central) Rules 1950 and Rules of Business (File No. 4-1(1)/68 (O&M)) dt. 29.06.1968, amended from time to time, empowers the Director General to further delegate powers. Item No. 20 of the powers delegated to the Director General empowers the DG, ESIC with full powers to declare an officer to be the Head of Office.

In exercise of powers conferred to the Director General, ESIC, being the Head of Department, hereby, has delegated the powers further to the officers in the post of Insurance Commissioner (Zonal) & Medical Commissioner (Zonal) as enclosed at **Annexure-I** and **Annexure-II** respectively. The delegated powers will be exercised in conformity with the general provisions of the relevant Rules.

The Finance & Accounts of the concerned Regional Office, where the Insurance Commissioners (Zonal) & Medical Commissioner (Zonal) are stationed, will act as the Finance & Accounts for the offices of Insurance Commissioners (Zonal) & Medical Commissioner (Zonal) as well. No separate Accounting Unit for these offices is proposed to be created at present.

The delegated powers will be exclusive for the above mentioned Officers and cannot be further delegated.

This issues with the approval of the Competent Authority.

Encl.:- As above

Signed by Ratnesh Kumar

Gautam

Date: 25-08-2023 14:24:48

Reason: Approved

(RATNESH KUMAR GAUTAM)
INSURANCE COMMISSIONER (MSU)

To,

1. PPS to Director General

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I/656475/2023

2. Financial Commissioner/Chief Vigilance Officer/All Divisional Heads
3. All Insurance Commissioners(Zonal)/ Medical Commissioners(Zonal)
4. Insurance Commissioner(NTA)/ Director(E-V), Hqrs. Office/ D(M)D
5. All Regional Directors/ Director(I/C)/ JD(I/C)/DD(I/C), ROs/SROs
6. All Medical Superintendents, ESIC Hospitals/ Deans, ESIC, Medical Colleges.
7. All JD(Fin.)/DD(Fin.)/ AD(Fin.) of Hqrs. Office/ All Field/ Accounting Units
8. WCM- With request to upload on the official Website of ESIC.
9. Rajbhasha Shakha with request for Hindi Version.

Annexure-I

DELEGATION OF POWERS TO INSURANCE COMMISSIONER (ZONAL)

Authority who will exercise the power- Insurance Commissioner (Zonal)

A. ADMINISTRATIVE POWERS:

Insurance Commissioner (Zonal) will be the 'Head of Office' for the respective zone and will exercise all administrative powers in the capacity of Controlling/ Reviewing/Appellate Authority in Disciplinary matters, as prescribed under ESIC (Staff & Conditions of Service) Regulations, 2023 and as per Role & Responsibilities approved vide letter No. G-33/11/2/14 -MSU dated 08-04-2023:-

Sl. No.	Nature of powers	Extant of Proposed Power to be delegated
1.	To act as Head of Office/Controlling Officer (for the purpose of Leave rules, & TA/DA Rules) for the Officers and employees posted under the Insurance Commissioner (Zonal)	Full Powers
2.	To approve tour programme: a. Self within respective Zone b. RDs/SRO(I/C) outside their area limit but within respective Zone.	Full Powers
3.	To define the limits of an employee's sphere of duty.	Full Powers
4.	To fix working hours of the ESIC Offices as per norms/ guidelines issued by ESIC.	Full Powers
5.	In-House-Training programmes for the officers & staff of the Corporation working in the offices within Zone through ZTI as per guidelines of NTA, New Delhi.	Full powers
6.	Weeding out records in accordance with the instructions and record retention schedule issued by Hqrs.	Full Powers

B. FINANCIAL POWERS:

- Insurance Commissioner (Zonal) is declared as 'Head of Office' for the respective office of Insurance Commissioner (Zonal).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by Govt. of India (GoI)/ ESIC and within the budgetary limit for the Zonal office.
- Insurance Commissioner (Zonal) will also be the Controlling Officer for the purpose of TA/DA rules, for self and his subordinate officers and staff of the Zonal office.

Sl. No.	Nature of powers	Extant of Proposed Power to be delegated
1	Head of office/ Controlling Officer for the purpose of Pay and Allowances Rules and TA/DA Rules	Full Powers
	Medical Attendance Rules:	
2	Reimbursement of expenditure on medical treatment/ reimbursement for ESIC Officers/ Staff as per the guidelines.	Full Powers

Handwritten signature and date: 25.8.23