

I/656475/2023



क.रा.बी.नि  
E.S.I.C

कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय/Headquarters

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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 188<sup>th</sup> meeting held on 18<sup>th</sup> & 19<sup>th</sup> 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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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.



**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 <b>Pay and Allowances Rules and TA/DA Rules</b>	Full Powers
	<b>Medical Attendance Rules:</b>	
2	Reimbursement of expenditure on medical treatment/ reimbursement for ESIC Officers/ Staff as per the guidelines.	Full Powers

*Handwritten signature and date:*  
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3	Condonation of delay in submission of medical reimbursement claim in deserving cases upto six months or as per GoI/ESIC guidelines.	Full Powers
4	Sanction of advance to the employees of the Corporation for medical treatment subject to the payment is made directly to authorized medical institution, within the guidelines.	Full Powers
	<b>General Financial Rules:</b>	
5	Grant of advance for purchase of Computer as per ESIC guidelines subject to availability of budget.	Full Powers
6	Grant of House Building Advance as per GoI guidelines/ESIC policy in respect of staff and officers (Gr. 'B' & 'C') of the Office of the IC (Zonal) subject to availability of budget.	Full Powers with concurrence of Finance & Accounts
	<b>Contingent Expenditure:</b>	
7	Purchase/ Hiring/ Advance for contingencies for stationery, office equipment, stores, furniture, books, publications, items for official meetings etc. subject to availability of budget.	Full Powers with concurrence of Finance & Accounts
8	Grant of Advance for Law suits to which Corporation is a party Upto Rs. 5 Lacs.	Full Powers with concurrence of Finance & Accounts
9	Hiring of Vehicles as per Norms and guidelines issued by GOI/ESIC.	Full Powers with concurrence of Finance & Accounts
10	Sanction of non-recurring miscellaneous expenditure upto Rs. 25,000/- on each occasion subject to the limit of Rs.1.00 Lakh in a year.	Full Powers with concurrence of Finance & Accounts
11	Purchase/hiring of office equipment, stores, furniture, books publications, stationery, services etc. as per GFR guidelines.	Full Powers with concurrence of Finance & Accounts
12	Sanction of petty purchases of office items upto Rs. 25,000/- as per GFR guidelines on each occasion subject to the limit of Rs.1.00 Lakh in a year.	Full Powers
13	Expenditure for freight/Cartage.	Full Powers
14	Expenditure on Binding/ Scanning of office records.	Full Powers
15	Payments for contracts on Repair and Maintenance/AMC of IT Hardware and Software as per GoI/ESIC guidelines.	Full Powers with concurrence of Finance & Accounts
16	Sanction of laptop for officers & staff as per ESIC policy.	Full Powers with concurrence of Finance & Accounts
17	Sanction of Telephone, Internet, Broadband connection /leased lines/LAN including alternative connectivity for office, installation charges for these services as per GoI/ESIC guidelines.	Full Powers with concurrence of Finance & Accounts
18	Sanction of expenditure for Repair & Maintenance of staff cars, ambulances and other office vehicles owned by ESIC as per guidelines issued by GOI/ ESIC.	Full Powers

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19	Sanction/ Approval of periodical payments against contract for hiring of staff cars and other office vehicles	Full Powers
20	Expenditure on refreshments/working lunch/High tea for meetings/conferences/ training etc. as per Gol/ ESIC guidelines.	Full Powers
21	Sanction of expenditure for sponsorship for training/conference/ workshops as per guidelines issued by Gol/ ESIC and within budgetary limit.	Full Powers with concurrence of Finance & Accounts
22	Fee & Honorarium in accordance with the prevailing Gol/ ESIC guidelines.	Full Powers
23	Approval of Lease Rent in respect of concerned Zonal Office as per Policy.	Full Powers
	<b>GPF Rules:</b>	
24	Sanction of GPF advances as per Gol provisions.	Full Powers with concurrence of Finance and Accounts
25	Sanction of non-refundable withdrawals from GPF as per provisions in respect of all subordinate Officers holding the post of Head of Field units and officers/ staff of the Zonal Office.	Full Powers with concurrence of Finance and Accounts

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**DELEGATION OF POWERS TO MEDICAL COMMISSIONER (ZONAL)****Authority who will exercise the power- Medical Commissioner (Zonal)****A. ADMINISTRATIVE POWERS:**

Medical 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. A-49/15/09/Med.I dated 26-12-2022: -

S. 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 Medical Commissioner (Zonal)	Full Powers
2.	To approve tour programme:  a. Self within respective Zone  b. Officers/ Staff of Hospitals/ Medical Colleges 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.	Appointment of part-time Medical Referees as per policy/guidelines of Hqrs. on recommendations of SMO in absence of a regular Regional Director.	Full Powers
5.	Assigning additional charge/ nominating Medical Officer posted within the zone as Medical Referee for pending benefit related cases.	Full Powers
6.	Weeding out records in accordance with the instructions and record retention schedule issued by Hqrs.	Full Powers

**B. FINANCIAL POWERS:**

- Medical Commissioner (Zonal) is declared as 'Head of Office' for the respective office of Medical Commissioner (Zonal).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by GOI and within the budgetary limit.
- Medical Commissioner (Zonal) will also be the Controlling Officer for the purpose of TA/DA rules, for self and his/her 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 <b>Pay and Allowances Rules and TA/DA Rules</b>	Full Powers
	<b>Medical Attendance Rules:</b>	
2	Reimbursement of expenditure on medical treatment/ reimbursement for ESIC Officers/ Staff as per the guidelines.	Full Powers
3	Condonation of delay in submission of medical reimbursement	Full Powers

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	claim in deserving cases upto six months or as per Gol/ESIC guidelines.	
4	Sanction of advance to the employees of the Corporation for medical treatment subject to the payment is made directly to authorized medical institution, within the guidelines.	Full Powers
	<b>General Financial Rules:</b>	
5	Grant of advance for purchase of Computer as per ESIC guidelines subject to availability of budget.	Full Powers
6	Grant of House Building Advance as per Gol guidelines/ESIC policy in respect of staff and officers of the Office of the MC(Zonal) subject to availability of budget.	Full Powers with concurrence of Finance & Accounts
	<b>Contingent Expenditure:</b>	
7	Purchase/ Hiring/ Advance for contingencies for stationery, office equipment, stores, furniture, books, publications, items for official meetings etc. subject to availability of budget.	Full Powers with concurrence of Finance & Accounts
8	Grant of Advance for Law suits to which Corporation is a party Upto Rs. 5 Lacs.	Full Powers with concurrence of Finance & Accounts
9	Hiring of Vehicles as per Norms and guidelines issued by GOI/ESIC.	Full Powers with concurrence of Finance & Accounts
10	Sanction of non-recurring miscellaneous expenditure upto Rs. 25,000/- on each occasion subject to the limit of Rs.1.00 Lakh in a year.	Full Powers with concurrence of Finance & Accounts
11	Purchase/hiring of office equipment, stores, furniture, books publications, stationery, services etc. as per GFR guidelines.	Full Powers with concurrence of Finance & Accounts
12	Sanction of petty purchases of office items upto Rs. 25,000/- as per GFR guidelines on each occasion subject to the limit of Rs.1.00 Lakh in a year.	Full Powers
13	Expenditure for freight/Cartage.	Full Powers
14	Expenditure on Binding/ Scanning of office records.	Full Powers
15	Payments for contracts on Repair and Maintenance/AMC of IT Hardware and Software as per Gol/ESIC guidelines.	Full Powers with concurrence of Finance & Accounts
16	Sanction of laptop for officers & staff as per ESIC policy.	Full Powers with concurrence of Finance & Accounts
17	Sanction of Telephone, Internet, Broadband connection /leased lines/LAN including alternative connectivity for office, installation charges for these services as per Gol/ESIC guidelines.	Full Powers with concurrence of Finance & Accounts
18	Sanction of expenditure for Repair & Maintenance of staff cars, ambulances and other office vehicles owned by ESIC as per guidelines issued by GOI/ ESIC.	Full Powers

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19	Sanction/ Approval of periodical payments against contract for hiring of staff cars and other office vehicles.	Full Powers
20	Expenditure on refreshments/working lunch/High tea for meetings/conferences/ training etc. as per Gol/ ESIC guidelines.	Full Powers
21	Sanction of expenditure for organising Conference/ Workshops as per guidelines issued by ESIC within budgetary limit.	Full Powers with concurrence of Finance & Accounts
22	Fee & Honorarium in accordance with the prevailing Gol/ ESIC guidelines.	Full Powers
	<b>GPF Rules:</b>	
23	Sanction of GPF advances as per Gol provisions.	Full Powers with concurrence of Finance and Accounts
24	Sanction of non-refundable withdrawals from GPF as per provisions in respect of all subordinate officers and Medical Officers holding the post of Head of Field units.	Full Powers with concurrence of Finance and Accounts

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