5.2	Sr Deputy Director/ Dy Director (Benefit) Hqrs.	Sr. Dy Director/ Deputy Director will be Branch Officer who will examine thoroughly the facts presented in the file with respect to latest decision of Standing Committee/ ESI Corporation, change in law and will submit file to Director (Actuarial). The following function shall be performed by Sr. DD/DD: **Benefit Branch- I** 1. Grant of exemptions and issue of notifications (references received from Ministry of Labour and State Governments) 2. ESB for relaxation of eligibility conditions 3. ESB for rare disease – relaxation thereof 4. Relaxation of regulation 73/ 74 5. Re-examination of the PDB,DB,OD cases rejected by RD 6. Sanction of time barred claims of IPs/and other references received from field offices **Benefit Branch-II** 1. Policy & Procedure for controlling lax certification (High incidence of SB & TDB) 2. Policy, Law & Procedure on following benefits: - (a) Sickness Benefit, (b) Extended Sickness Benefit. (c) Enhanced Sickness Benefit. (d) Maternity Benefit (e) Temporary Disablement Benefit. (f) Permanent Disablement Benefit. (g) Dependant Benefit. (h) Funeral Expenses. (i) RGSKY (Unemployment Allowance) (j) ABVKY 3. Policy and procedure on incentive Scheme to the employers' for providing employment to disabled persons. 4. Policy and procedure regarding Entitlement/disentitlement of I.Ps under Reggulation-103(A). 5. Policy and control over the functioning of Branch Offices and inspection thereof 6. Policy and procedure regarding Alternative Evidence of Sickness &

		Temporary Disablement Benefit under Regulation 53. 7. Policy & Procedure on Registration. 8. To conduct meeting of Regional Directors and follow up action on Minutes. 9. Approval of Tour Programmes of RDs and tour notes of RDs & POs (Hqrs. Office). Action on tour notes of RDs/JDs(I/c) 10. Waiver of recovery of cash benefit paid in excess to the beneficiaries. 11. Sharing of cost on excess of SB with the State govt. where the incidence of sickness in the State exceeds the all India average Recovery under Section 58(2). 12. Policy on loss of wages/conveyance allowance 13. Policy and Procedure regarding abstention verification from employers. 14. Constitution of E.I. Courts/MATs/Medical Board/Special Medical Boards/Peripatetic Medical Boards/Zonal Medical Boards. 15. Examination and approval of replies to External Audit reports connected with cash benefits. 16. Enhancement in the rates of PDB/DB 17. Statement of payment made on ESIC-71 and waiver thereof. 18. Setting up new Branch/Divisional Offices, abolition of existing offices and review of such offices etc. through Estt. Br.III 19. Examination of Inspection Reports of Branches of ROs, Examination of Inspection Reports of Branch Offices. 20. Policy & Procedure regarding prosecution of IPs for wrong declaration. 21. Policy and procedure regarding incapacity references. 22. Policy & Procedure on suspension of benefit under Regulation 99 23. Policy & Procedure under Sec.68 24. Abstention verification from employers. 25. Policy & Procedure regarding working of Branch Offices. 26. Policy on time barred claim of IPs. 27. Standard note for supplementary and parliament questions on benefit matters. 28. Preparation of material for annual report of ESIC. 29. Revision and updating of Branch Office Manual. 30. Policy & Procedure regarding payment by cheque/Money Order. 31. Policy & Procedure regarding family photo identity cards. 32. Policy and Procedure on registration of employees/IPs. 33. Examination and action on Minutes/proposals on benefit matters proposed in the meeting of RDs/Local Committees/Regional Boards. 34. Policy & Procedure regarding payment of PDB/DB through post office/Bank 35. Review of ESIC series Forms and Regulation forms. 36. Policy & Procedure regarding payment of benefits to legal heirs of the deceased IPS.

5.3	Sr Deputy Director/ Dy Director (Cash) Hqrs.	Sr. DD/ DD (Cash) will be under control of Joint Director (E-V) of Hqrs. Thefollowing functions shall be performed by Sr. DD/ DD (Cash) – 1. Pay bill in r/o all officers/officials of Hqrs. Office 2. Processing and payment of LTC /TA/DA /GPF/Tuition Fees/medical Reimbursement / Newspaper bills and other advances w.r.t employees of Hqrs. 3. OTA bills and any other bills in r/o staff / drivers of Hqrs. Office. 4. Functioning as DDO and payment of TDS
5.4	Sr Deputy Director/ Dy Director (Establishment) Hqrs. Establishment-I	The Sr. Dy Director/ Dy Director will function as branch officer. The responsibility of Dy Director will be to scrutinise the fact in the file and proposal of Asstt. Director. After scrutiny Dy director will record her/his view in the file and put up to Joint Director for approval or consideration for approval of higher authority as per delegation of power. Important files requiring policy decision, financial matters and other urgent matters etc. may be forwarded by the Joint Director to his higher authorities for approval.The Sr. Dy Director/ Dy Director will be responsible for following tasks - 1. Appointment/posting/transfer/promotion/confirmation/deputation in respect of Group A & B Officers and Insurance Inspectors. 2. Review of cases under FR-56(j) and Rule 48(i)(b) of CCS (Pension) Rules and retirement on superannuation/Voluntary/ Compulsory in respect of Officers Group A & B and SSOs. 3. All work relating to CCS (Conduct) Rules/CRs/Probation/Seniority list/DPCs of above officers 4. Framing/Amendment of Recruitment Regulations for all officers including staff except Medical and Para Medical Staff 5. All personal matters relating to Group 'A' & 'B' officers 6. Service matters viz. appointment / posting / transfer / promotion / confirmation / deputation in respect of Group A&B Officers and SSOs. 7. DPCs under Assured Career Progression Scheme in respect of officers in the cadre of Insurance Inspectors. 8. Sanction of all kinds of leave except special Casual Leave to all officers including Medical Commissioner (But excluding other Medical Officers). 9. To constitute Central/Zonal & Regional Sports Boards and subcommittees thereof/Holding of Central/Zonal Sports Meets to monitor appointment of meritorious sports-men in Sports quota. 10. To formulate and implement the policies relating to GSLIS for all categories of Corporation employee. 11. To sanction grants, monitor, consolidate and checking the accounts in relation of Central / Zonal & Regional Sports.

	Establishment-II	1. Preparation/consolidation of various statements/returns regarding reservations in appointment/promotion and submission thereof to Labour Ministry for publication in annual report. 2. Submission of material regarding representation of SCs and STs to the P.R. Cell for publication in the Annual Report. 3. Setting up of Women Cell in ESI Corporation for the Welfare of Women employees. Returns regarding disposal of complaints of sexual harassment at workplace. 4. Implementation of instructions and verifications of rosters regarding reservation of SC/ST/PH/Ex- Servicemen in appointment and promotion. 5. To attend various queries/complaints regarding reservation in service received from Ministry of Labour/National commission for SC/ST. 6. To formulate policies/rules/regulations relating to recognition of unions / Federations / Officers Association. 7. To watch code of conduct of the recognized union/Association/Federations. 8. To monitor, attend and coordinate the demands/complaints received from various unions/federations/service associations. 9. Grant of Special Casual Leave due to Bandh & Natural Calamities etc. 10. Matters in relation to unions/federation/officers association. 11. To attend the returns received from different regions and watch disposal of complaints received under grievance procedure. 12. To attend to the grievance not settled under grievance procedure in the Regional Offices etc.
	Establishment-III	1. Review of posts for R.Os/SROs/Branch Offices. 2. Creation of posts in different grades. 3. Counting of past service. 4. Stepping up of pay. 5. Grant of Special Pay to Cashiers of Branch Offices/Regional Office. 6. Policy on retirement benefits. Adoption of report of Pay Commission/ Pay Committees. 7. Sanction of G.P.F. advance/ withdrawal in respect of employees and Officers of Hqrs. Office/SMOs/MRs. 8. Setting up of R.Os/SROs/Divisional Offices/ Branch Offices/ Pay Offices. 9. Instructions on PLB and clarification thereon All India Policy matters. 10. Policy on Pension, Gratuity /Family Pension/ Provident Fund etc. 11. Policy matters and clarification regarding grant of ACP
		1. Sanction of medical claims requiring relaxation of CS(MA) Rules

	Establishment-IV	(emergent cases) in respect of serving employees of ESIC. 2. Adoption of various orders of Ministry of Health in connection with recognition of private hospitals in various states. 3. Policy matters in respect of Medical Reimbursement Claims and issue clarification etc. 4. Constitution/Re-constitution of Regional Boards by seeking approval of Chairman, ESI Corporation. 5. Preparation of Standard Notes on the functioning of ESI Scheme as on 1st January 6. Furnishing Material for Annual Report in connection with meetings of Regional Boards/Local Committees. 7. Pursuing Regional Directors to conduct regular Meetings of Local Committees, and constitution of Local Committees wherever not in existence.
	Establishment-V	1. Creation, Continuation, Surrender of all posts. 2. Preparation of Seniority List of Group "C" officials 3. Disciplinary Action of Group "C" officials 4. Acceptance of Resignation. 5. Deputation of various Training Courses. 6. All administrative matters of Group C employees, other than SSO, of Hqrs 4. Regularization/Confirmation/Promotion/Reversion and holding of DPCs. for review of cases. 5. Recruitment; Completion of probation. 6. Draw of annual increment and processing of ACRs. 7. Fixation of Pay. 8. Sanction of Regular Leave/Special Leave. 9. Grant of T.A./D.A./LTC advance. 10. Sanction of Grant on transfer/retirement.
	Establishment-VI	1. Delegation of Administrative & Financial Powers of Director General/ Standing Committee to the officers of E.S.I. Corporation. 2. General Instructions on T.A./D.A./ LTC/HRA/CCA. 3. Amendments to the ESI (Central) Rules, and interpretation of Rules & Regulations. 4. Security of Cash, Duplicate Keys of safes and Cash Boxes etc. 5. Insurance of money in transit and insurance against theft, burglary, fire of cash, personal injury to Cashiers.

		6. Preparation of statements i.e. expenditure exceeding Rupees one Lakh under contingencies of Administrative Expenditure. 7. Scrutiny & consolidation of R.Es and B.Es regarding Administrative Expenditure of all Regions and Advances only in respect of Dir.(Med.)Delhi and ESIC Hospitals. 8. Allotment of Budget/ Revised/ Final grants and additional budget to all Regions. 9. Scrutiny of Quarterly & Monthly statements of expenditure under para 437 of the Manual of Audit and Accounts. 10. Grant of advance of T.A., Pay and leave salary etc. to officers & staff at Hqrs. Office.
5.5	Sr Dy Director/ Dy Director (Recruitment) Hqrs	1. Open recruitment to the post of SSOs, Stenographers, LDC, P.A., Junior Hindi Translators, Junior Engineers, IMOs Grade-II, Ayurvedic Physicians and Dental Surgeons 2. Departmental Test for promotion to the post of P.As, Assistants, Stenographer, UDC/LDC. 3. Special qualifying examination for regularization of adhoc LDCs/Stenos. 4. Conducting of quarterly and half-yearly Typing Test; and other Special type tests and qualifying examinations. 5. Liaisioning with SSC, UPSC and DOPT regarding policy matters relating to examinations and for getting sponsored candidates in respect of LDCs/Stenos and their postings in various regions.
5.6	Sr Deputy Director/ Dy Director (General Branch) Hqrs.	Sr Deputy Director/ Dy Director (General Branch) will function as branch officer and will report to Joint Director (E-V), Hqrs. 1. Hiring and Enhancement of rent in r/o Rented Buildings. 2. Work relating to purchase, maintenance & condemnation of Staff Cars. 3. Allotment of Staff Quarter at Noida/ESI Dispensary, Sarojini Nagar, Hqrs. 4. Purchase / Maintenance / AMC of Photocopier / Fax Machines / Duplo Printers / Calculators and other Genl. Articles related policy matters. 5. Purchase of Furniture & repairs.
5.7	Sr Deputy Director /Dy Director (CAIU)	1) To analysis the complaints received from field offices and other references asking for inspections, to conduct inspections and analyse the results and to recommend appropriate measures
5.8	Sr Deputy Director/ Dy Director (ICT) Hqrs.	1. Assessing Hardware and Software needs of the organisation and procuring Hardware for Hqrs. Office and sanction for regions and hospitals. 2. Associating in Software Development with N.I.C. Identifying further

		areas for introduction of computerisation. 3. IT enablement of various activities of ESIC as per IT Plan of ESIC in coordination with and through NIC. 4. Administration of all types of server and Fire wall Server for network. 5. Maintenance of all the hardware/software and LAN set up in Hqrs. Office. 6. Logistic support through applications, presentation and equipment etc. to various Committees, Conference, Seminar etc. 7. Correspondence with Ministry, ROs etc. 8. Advertisement (Web) on web, updation thereof and Web-administration. 9. Sanction of computers/purchase/distribution of computers to all Directorate Offices/Regions. 10. Audit observation handling.
5.9	Sr Deputy Director/ Dy Director (Legal) Hqrs.	1. To examine court cases relating to service matters pertaining to Delhi viz. receipt of Notices/summons, Original application, Writ Petition Misc. Application and SLPs filed in CAT, New Delhi, Delhi High Court or Supreme Court. 2. Indexing the brief details of court case. 3. To send the court cases papers to respective Branches of Hqrs. Office soliciting PWCs thereon duly vetted/approved. 4. To entrust the court cases to Advocates with approval of AC(Law). 5. To handover the PWCs of each court case to respective Advocate for preparation of Draft reply 6. To coordinate with the respective Branch/Officer for conducting conference with Advocate as and when required. 7. To pursue with Advocate for preparation of counter reply/affidavit. 8. To get draft reply of each court case from Advocate. 9. To get the draft reply vetted/approved from respective branch. 10. To get fair counter reply/affidavit prepared from the Advocate from draft reply or amended draft reply, as the case may be. 11. To get fair affidavits/counter reply signed from officer of the respective branch. 12. To send fair counter reply duly signed to respective Advocate. 13. To pursue with Advocate for filing counter reply/affidavit and get confirmation thereof. 14. To pursue Advocate for ensuring his attendance in respective courts on date fixed for hearing of each court case. 15. To attend different courts in Delhi viz. Supreme Courts, High Court, CAT, CGIT, Tees Hazari, Lower Court for having facts/developments of proceedings and performance of our Advocate. 16. To record court proceedings of each hearing of each case.

		17. To send court proceedings to respective branch in each case. 18. To get copy of Rejoinder filed by the applicant/petitioner from our Advocate and thereafter to get comments of concerned branch on that rejoinder and to send those comments to our Advocate for filing Sur-rejoinder/for effectively arguing the case. 19. To get certified copy of orders/judgement from the Advocate or court in each and every case. Therefore, to call for and obtain legal opinion of our Advocate about the judgement and to examine the same and then to send it to respective branch along with the legal opinion of counsel for further course of action/necessary decision as the case may be, for compliance of court orders or filing appeal. 20. To initiate cases for appeal by having facts of the decided court cases and by engaging Advocate for the purpose. 21. To get draft review petition/civil writ petition, SLP prepared from Advocate. 22. To get draft review petition/CWP/SLP vetted from respective branch after getting from the Advocate. 23. To send the fair RP/CWP/SLP to respective Advocate for filing by monitoring follow up action. 24. To examine contempt petitions/Caveat Petition, if any received in court cases. 25. To get PWCs for filing reply/defending contempt petitions/Miscl. Applications etc. 26. To get draft reply vetted after getting it from Advocates. 27. To examine VIP references and follow up action with respective branches/RDs and sending reply thereto. 28. To receive Court Notices from other High Courts/CAT etc. outside Delhi. 29. To prepare History Sheets of court case. 30. To open new files of each case and to send necessary directive/advice to RD for effectively defending service matter cases. 31. To get such case paper photocopied and to send them to respective branch at hqrs with the request to send necessary guidelines/PWCs etc. to respective RDs for effectively defending them. 32. To get PWCs of the cases received from regions, vetted from respective branch of hqrs for sending to respective RD for getting prepared draft reply in the process of filing counter reply/affidavit. 33. To review progress of pending service matter court cases in different HCs and benches of CAT all over India. 34. To examine cases for legal opinion received from different branches of hqrs and wherever required obtaining legal opinion from Advocate after materialization of meeting of officers of the Corporation with the Advocate.

5.10	Sr Deputy Director/ Dy Director (Finance) Hqrs.	The Dy Director will function as Branch officer. The responsibility of Dy Director will be to scrutinise the facts in the file and proposal of Asstt. Director. After scrutiny Dy director will record her/his view in the file and put up to Joint Director/Director (Fin) for approval or consideration for approval of higher authority as per delegation of power. Important files requiring policy decision, financial matters and other urgent matters etc. may be forwarded by the Joint Director to his higher authorities for approval.
	F&A Branch- I	1. Consolidation of monthly accounts of the Corporation. 2. Preparation of Annual Accounts of the Corporation. 3. Financial concurrence of Insurance matters connected with ESI Scheme. 4. O& M Meeting of A/Cs wing. 5. Co-ordination work between branches of Accounts Division in the Headquarters Office. 6. Checking of recoveries falling due from State Governments Under Section 58(2). 7. Printing of Annual Accounts and Balance Sheets of the Corporation. 8. Maintenance of broad-sheet of several "Debt, Deposit and Advances". 9. Statement of Medical benefit/GPF/Cash Benefit/contribution of Actuarial Branch and Budget Cell.
	F&A Branch- II	1. Banking Arrangement. 2. Investment of funds and all related activities. 3. Maintenance of reserve fund accounts and investment accounts. 4. Collection and transfer of funds. 5. Watching of Bank Reconciliation Statement of Account No. 1 & 2 of Regional Offices. 6. Revision of Daily/Monthly withdrawal limits of branch offices. 7. Watching of interest on Corporation's investment in Banks/Special Deposit Accounts. 8. Correspondence regarding Banking Arrangement with Banks/Units 9. Remittance of NACO funds as advised by the Medical Division and its correspondence with bank. 10. Opening and closing of Account No. 1 & 2 of R.Os/SROs/BOs/Project accounts. 11. Internal and External Audit replies.
	F&A Branch- III	1. Processing pension papers of Offices of Hqrs. 2. Pre-audit of pay bills, LTC and TA bills, and issue of cheques. 3. Issue of PICs of officers. 4. Maintenance of Cash Book Account No. I and II and its reconciliation with Bank Statements.

		5. Maintenance of Service cards of Officers. 6. Concurrence on grant of various advances. 7. Pay fixation in respect of Group A & B Officers for all India. 8. Preparation of monthly accounts for Hqrs. Office. 9. Debt, Deposit & Advances for Hqrs. Office 10. Clarification on service matters referred by Establishment branches.
	F&A Branch- IV	1. Pre-audit and sanctioning of Pension/Family Pension on Retirement or Death. 2. Revision of Pension Cases. 3. Concurrence for transfer of pensioners benefits for the purpose of past service. 4. Transfer of Pension from one region to other on change of residence of the Pensioner/Family Pensioner.
	F&A Branch- V	1. Financial Concurrence Scrutiny of Medical arrangements connected with the scheme, including release of quarterly instalments of 'On Account Payments' payments to State Governments and their full and final settlement. Opening of new Hospitals, Dispensaries agenda items for discussion in the meeting of S.C/ESIC/MBC etc. 2. Transfer of funds to ESI Societies. 3. Concurrence related to Stores, supplies, services and office equipments in respect of Hqrs. office, Regional office, SRO etc. 4. Concurrence related to Hiring of accommodation etc. for Regional Offices, Divisional Offices, SROs, Branch Offices Dispensaries etc. initiated by the General Branch in Hqrs. Office. 5. Concurrence related to Creation/deletion/continuation and review of post of officers and staff proposals of Hqrs. Office, Regional Offices, Branch Offices, D(M)D & Hospitals. 6. Delegation of Powers of Officers of the Corporation including Medical side. 7. Printing and supply of Receipt books and Service Cards to all offices of Corporation and the maintenance of their receipt in Hqrs. Office. 8. Revolving funds for super-specialty treatment to IPs, Drugs and Dressings, purchase of equipment etc. 9. Rate Contract of Drugs & Dressings and review thereof. 10. Proposals relating to sanction of permanent imprest to all offices. 11. Review, up-gradation, printing and supply of Manual of Audit and Accounts- Part –I and II. 12. Finalization of Budget of all directly run Hospitals including Medical Hospitals & on account payment & Model Hospitals also i.e. equipments and staff proposals.

	F&A Branch- VI	1. Consolidated Annual Audit Reports of External Audit on the accounts of the Corporation 2. External Audit / Inspection Reports of Regional Office. 3. Internal Audit Procedures. 4. Scrutiny of All cases of serious irregularities, embezzlements, frauds, defalcation etc. The mechanism to strengthen the financial control system. 5. Action on Inspection Reports of Financial Commissioner / Director (Fin.) / Jt. Director (Fin.) . 6. Action on Inspection Reports of Director General's Inspection Cell. 7. Half –Yearly inspection reports of Regional Accounts Branches. 8. Control of Internal Audit Parties.
	F&A Branch-VII	1. Matters connected with the Budget of the ESI Corporation. 2. Convening of Budget and Accounts Sub-Committee Meetings. 3. Preparation of Budget estimates of Corporation and Performance Budget of the Corporation. 4. Preparation of Material of ESIC Component of the outcome Budget of the Ministry of Labour. 5. Scrutiny of quarterly statements of Income & Expenditure sent by Jt. Director (Fin)/Dy. Director (Fin). 6. Control of expenditure on Cash Benefits, administration and watch over of receipts of contributions. 7. Compilation of material of Standard Note on the ESI Scheme in respect of Accounts Division. 8. Work relating to re-appropriation of funds and appropriation of Accounts and Actuarial evaluation. 9. Financial concurrence relating to construction projects/works and their estimates under the overall supervision of the Financial Commissioner 10. Financial concurrence relating to the estimates in respect of special repairs beyond the sanctioning powers of R.D., J.D., M.S., D(M)D etc under the overall supervision of the Financial Commissioner 11. Calculation of depreciation in respect of fixed assets of the Corporation/staff cars for budgetary and actual appropriation. 12. Scrutiny of calculation of the rent statements of the buildings of the Corporation for Budgetary purpose as well as appropriation to Medical Benefit and Administrative expenses of the Corporation including sharing thereof with the State Govts.

	F&A Branch-VIII	1. Allocation of GPF Account Nos. 2. Posting of GPF Accounts in ledger to Broad Sheets and reconcile the same with ledgers. 3. Reconciliation Statement of GPF. Accounts on all India basis with Accounts figures and to get it reconciled from the concerned Accounts Officer. 4. Final Payment of GPF. 5. Preparation of Annual GPF statements. 6. Deposit Linked Insurance Scheme cases. 7. To point out discrepancies between Accounts Officer's schedules and accounts figures and to get it reconciled from the concerned Accounts Officer.
5.11	Sr Deputy Director/ Dy Director (Med Admin) Hqrs. Medical Br. –I	1. Policy matters relating to Medical facilities 2. Augmenting existing medical arrangements and setting up of new facilities and commissioning of hospitals and dispensaries 3. Monitoring of Family Welfare Activities. 4. HIV/AIDS Project; Policy matter on ODC, Waste Management etc. 5. Agreement with State Governments regarding Medical arrangements 6. Provision of medical care in new implemented areas 7. Updating of manuals, norms and other documents. 8. Induction, orientation and hospital management trainings. 9. Permission for Training Schools for Nurses and Medical Colleges for utilisation of clinical facilities. 10. Permission for honorarium to MRs/Specialist Doctors and Capitation fee to IMPs.
	Medical Br. –II & III	1. Complaint cases and other matters relating to Medical reimbursement bills of IPs and their eligibility conditions. 2. Complaint cases regarding working of ESI Scheme from IPs, Employees, Trade Unions and others forums. 3. Complaint cases against staff, Medical Officers of ESI Schemes from IPs/VIPs and General Public. 4. Implementation of all policies and programs framed by the ESIC regarding Medical benefits. 5. Budget allocation/revised budgets and related issues in respect of Model State Hospitals and ODCs. 6. Sanction of equipment under Action Plans or otherwise to various States and Model Hospital.

	Medical Br. –IV	1. Creation/sanction of all posts of Medical, Para-medical and Nursing Staff up to SAG level. 2. Framing/Amendment to RRs of Medical and Paramedical Staff/Nursing Staff 3. Recruitment of Medical posts (Group A)/Nursing Staff (Group A & B). 4. Maintenance of personal files of General Duty Medical Officers, which includes IMO Gr-II, IMO Gr-I, CMO, NFSG, SAG, Specialists which includes Specialist Gr.II, Specialists(Sr. Scale), NFSG, SAG, Ayurvedic Physician/Dental Surgeons similar hierarchy exist in both these cadre except SAG post etc. issuing of appointment orders, their police verification, caste verification, completion of probation, confirmation, fixation of pay, conducting of DPCs for giving Medical Officers time bound promotion, processing of resignation /VR cases etc. Maintenance of Establishment Register-Roster, Vacancy register, Seniority lists etc. 5. To deal with other service matters like acceptance of in intimation under CCS conduct Rules, Processing and sanctioning of leaves including study leave, Grant of PG Allowance, Processing of NOC cases, which includes NOC for passport/ renewal of passport, NOC for applying to other organisation, NOC for higher studies. 6. Policy matter regarding sanction of various allowances like HPCA/PCA, Annual Allowance, Conveyance allowance etc. 7. Framing of terms and conditions of deputation/absorption. 8. Deputation allowance to deputationist of ESI Hospitals/ESI Model Hospitals. 9. Engagement of part time Specialists/SRs/JRs in ESI Hospitals/ESI Model Hospitals, issuing of appointment orders, renewal of tenure, resignation and leave and leave encashment matters of Senior Residents. 10. Court cases related to medical /para-medical personals. 11. Transfer /Posting of Medical Officers/Para Medical Staff of ESI Hospitals/ESI Model Hospitals. 12. Representation/Grievances of para-medical staff of ESI Hospitals/ESI Model Hospitals. 13. Processing of matters pertaining to Medical Administration to be considered by Standing Committee. ESI Corporation.
	Medical Br. –V	1. Preparation of various Rate Contracts for drugs & dressings (CPSU & General) i) Preparation & publication in News Papers of Tender Notice, ii) Formation of Tender Enquiry for a Rate Contract, iii) Sale of Tender Enquiry Forms 2. Forwarding of DDs/Bankers' cheque (received on account of sale of

		Tender Enquiry and EMD) to A/Cs Br. III for depositing in the ESIC Accounts, 3. Opening of Tenders - (a) Tech. Bids- (b) Price Bids. 4. Technical Evaluation of Tenders. 5. Arranging meetings of- • Rate Contract Committee • Drug Selection Committee • Tech. Evaluation Committee 6. Printing & supply of Rate Contract-to various DDOs. 7. Issue of amendment etc. in Rate Contract, if any. 8. Agenda items for Meeting of GPMC Sub-Committee, E.S.I. Corporation, Standing Committee, etc.- Related to Rate Contracts 9. Work related to ISO certification of ESIC Hospitals. 10. Work related to 'Quality Assurance and Medical Audit cell "including rating of ESIC Hospitals
	Medical Br. –VI	1. All work related to R.R and service matter of group C & D of ESI Hospital DMD, Absorption of State Govt. Staff in ESIC. 2. Parliament Questions/Court Cases. 3. All works related to creation of posts for all India hospitals / DMD. 4. Study leave matters of Group C&D. 5. Policy matters for the sanction of posts which are not covered under ESIC Norms. 6. Tour programs / sanction of CL / RH for all M.S / DMD.
5.12	Sr Deputy Director/ Dy Director (MSU) Hqrs.	1. Functions as Internal Management Consultant. 2. To identify problem areas and carry out work/method studies for the improvements. 3. To prescribe Norms and Standards for the provision of manpower in the ESIC offices. 4. Calculation of P.L.B. for the staff of ESI Corporation. 5. Processing of Monthly DO Letters addressed by All RDs/Jt. Director I/c./Director in r/o all ROs/SROs/Div.offices to Director General and sent to the concerned branches at Hqrs. 6. Revision of Delegation of Powers of all categories. 7. Revision / Rationalisation / simplification of Regulation and other Forms. 8. Preparation of Job description cards in respect of employees of the Corporation.

		9. Action on matters relating to Suggestion Award and Meritorious Award Scheme. 10. Compilation of Action Plan of various branches at Hqrs. Office. 11. Revision/ review of Rules of Business. 12. Revision of various manuals i.e. Record Retention Schedule, General Office Procedure, File Indexing etc connected with general functioning. 13. Policy matters regarding Recording/Indexing/Weeding out of files.
5.13	Sr Deputy Director/ Dy Director (P&D) Hqrs.	1. Preparation of phased programme and implementation of ESI Scheme in new areas as per the said programme. 2. Amendments in ESI Act. ESI (Central) Rules and ESI (General) Regulations. 3. Liaison with ISSA, ILO and other international social security organizations – supply of data to Ministry of Labour for ratification of ILO conventions - preparation of Country Papers etc for various ISSA conferences deputation of officers for attending ISSA/ILO meetings/Conferences. 4. Coordination in respect of various Parliamentary Committees such as Standing Committee of Parliament on labour, consultative Committee etc., ILC, SLC and other such Committees in the Ministry of Labour, coordination of reports of area officers of Ministry of Labour.
5.14	Sr Deputy Director/ Dy Director (Public Grievances), Hqrs	1. Processing of grievances (other than the staff grievances of the ESIC officials) received from Insured Persons, their family members, Employers/Ministry of Labour & Employment/ Prime Minister's Office/Cabinet Secretariat/President Secretariat/State Governments/MPs/ MLAs/MLCs/Members of the ESI Standing Committee/Corporation. 2. Co-ordination of grievances received from Ministry of Labour & Employment/Prime Minister's Office/Cabinet Secretariat & Department of AR & PG for its effective redressal. 3. To entertain and hear the aggrieved I.Ps/beneficiaries/employers who visit Hqrs. Office in connection with their grievances. 4. To entertain the representations of IPs/beneficiaries/employers received through E-mail. 5. To forward the complaints/grievances to the concerned authorities under the grievance procedure such as Regional Directors/Joint Directors/Director (Medical)/Medical Superintendents of ESI Hospitals administered and run directly by the Corporation/Medical Superintendents, Model Hospitals & respective Divisional Heads in Hqrs. office and monitor them for final disposal.

5.15	Sr Deputy Director/ Dy Director (Public Relations), Hqrs	1 Monitoring of press reports concerning ESI Scheme, developments in the field of social security & submission of clippings to DG/IC/MC. 2 Monitoring of public grievances reported in newspapers/news journals and further follow up action. 3 Liaisioning with different advt. agencies and other agencies deals in Publicity and Advertising. 4 Issuing press releases to the print and electronic media concerning developments in ESI Scheme or on others important occasions. 5 Arrangement of special events like Foundations Stone Laying Ceremonies, Inaugurations, Conferences, Corporate meetings and other important events. 6 Organizing periodical press conferences for Chairman, ESIC, DG & coordination for organizing TV panel discussions and talks etc. in the regions. 7 Production of short tele-films/documentary films and arranging their dubbing in regional languages and distribution to TV channels and cable TV etc. 8 Coordination in Developing, designing, printing and production of publicity material like posters, pamphlets, brochures etc. and their country wide distribution to ESIC establishments. 9 Preparation and distribution of ESIC Corporate Calendars. 10 Preparation and printing of D.G. mailers. 11 Issuing advertisements on ESI Scheme and their release to newspapers through Advertising Agencies. 12 Compilation, Production and distribution of ESI Samachar. 13 Preparation of speeches and talking points for Chairman, Vice Chairman & DG etc, for all important corporate events. 14 Compilation of material and its graphic presentation on the activities of ESIC for the Annual Report of the Ministry of Labour & Employment, Govt. of India. 15 Compilation, editing, designing and production of the Annual Report of the ESIC and its circulation to the members of the Corporation, ESIC establishments and other offices. 16 Processing of tenders and bills of printers, advertising agencies, Employment News and other agencies. 17 Release of advertisements of administrative nature, recruitment processes, results etc. to national/regional newspapers. 18 Maintenance of website(s).

5.16	Sr Deputy Director/ Dy Director (RTI), Hqrs	Sr Deputy Director/Dy Director (RTI) will act as Branch In-charge. The following role will be performed by SDD/DD: - 1. To collect information from various Branches of Hqrs. and the field formations including Medical Division and to place it for the general masses in the form of manual and on website of ESI Corporation. 2. Designation of CPIOs, CAPIOS, and appellate authorities in ESI Corporation as required under the Act. 3. To disseminate rules, regulations, instructions etc., about the procedure under the RTI Act as received from the Govt and Central Information Commissioner to the officers at Hqrs. and in the field formations for proper implementation of the RTI Act. 4. To assist CPIOs, Hqrs. Office in the furnishing of information to the applicants. 5. To receive applications under the RTI Act., making records in the relevant registers and passing the same to concerned CPIO in Hqrs. To provide information from the respective files under the signatures of CPIO and dispatch the same to the applicants endorsing a copy to RTI branch.
5.17	Sr Deputy Director/ Dy Director (SC/ST Cell), Hqrs	The Dy Director on receipt of the file accepts the proposal in the file, examines and submits further for approval of Joint Director / Director or returns the file back to Assistant Director along with views/order for resubmission Asstt Director will act as Section officer of the branch. 1. Issue of Instructions/ clarifications regarding reservations matters in respect of Scheduled Caste, Scheduled Tribe, Other Backward Classes, Ex-Servicemen, Physically Handicapped, Appointment of meritorious sports persons, Minorities etc. 2. Monitoring of strict and proper compliance of instructions on reservation in E.S.I. Corporation. 3. Redressal of complaints of SC/ST Officers/Employees etc. 4. Monitoring of redressal of complaints of SC/ST Officers/ employees at the Regional Level. 5. Various periodical returns relating to SC/ST/OBC, Ex- Serviceman, Physically Handicapped, Appointment of meritorious sports persons, Minorities. **6.** Verification of Reservation Rosters in r/o centralised cadres maintained in various branches at Hqrs. Office.
5.18	Sr Deputy Director/ Dy Director (Vigilance) Hqrs.	Sr DD/ Dy Director will function as branch in-charge. The Sr DD/ DD will submit file to JD (Vig.)The following functions will be performed by Sr DD/ DD - 1. Investigation of Vigilance complaints through four zonal units and recommending action 2. Disciplinary cases of Group A&B Officers, P.A.s/SSOs and retired officials. (Group A officers includes doctors). 3. Processing of appeal, revision and review cases and condonation of delay in all cases pertaining to Group A, B,C, & D employees.

		4. Periodical Returns to CVC/MOL/ Liaison with CBI & Circulation of CVC instructions to all RDs etc. 5. Dealing with CBI and Criminal court cases. 6. Issue of Vigilance Clearance/concurrence for the purpose of i) Completion probation ii) Confirmation iii) Promotion iv) Release of retirement benefits of all officials/officers above the rank of SSO and above v) Applying/renewal of passport vi) Movable/ immovable properties acquired by Group A & B officers.
5.19	Sr Deputy Director/ Dy Director (Revenue), Hqrs Revenue Branch-I	1. Policy matters connected with the contribution, interest, levy of damages. 2. Scrutiny/Monitoring of the performance of Revenue Branch Officers of the Regions/Sub-Regions. 3. Policy of Delegation of Powers relating to waiver of irrecoverable dues and waiver/reduction of damages in respect of BIFR cases. 4. Policy/instruction on BIFR/AAIFR /NCLT/NCLAT cases. 5. Collection/processing and compilation of data on arrears of ESIC dues and Periodical review of arrears. 6. Attending to the representations regarding levy of damages & charging of interest etc. 7. Refund of Contribution/Interest/Damages.
	Revenue Branch-II	1. Examination of High Court judgments against the Corporation relating to revenue matters for filling S.L.P. in the Supreme Court. 2. Circulation of important Supreme Court judgments and issue of instructions in respect of revenue matters based on judgments. 3. Examination and circulation of important High Court judgments. 4. Examination of E.I. Court judgments in respect of revenue matters where Regional Director is deciding not to file appeal. 5. Issues related to appointment and payment of fees to the advocate of E.I. Court/High Court. 6. Monitoring of progress in prosecution under Section 85 of ESI Act and under Section 406/409 of IPC. 7. Policy matters relating to test inspection, inspection and survey of factories/establishments. 8. Interpretation of Section 1(5), 1(6), 2(9), 2(12), 2(13), 2(17), 2(19-A), 2(22) and 93-A of ESI Act; Attending to the complaints received from the Employers', Association, Trade Unions and references received from Regional Offices/Sub-Regional Offices and VI Ps on coverage, demand of contributions/recovery of contributions.

5.20	Sr Deputy Director/ Dy Director (Regional/Sub-Regional Offices) / ESI Hospitals /Director (Medical), Delhi	1. Functions as Branch Officer of one or more branches of the Regional Office and assists the Regional Director in discharge of duties of Administration or disbursement of claims through Local Offices or collection of revenue through contributions and work incidental to these aspects. 2. If posted in ESI Hospital/ D(M)D, functions as Branch Officer of one or more branches of the Hospital and assists the Medical Suptd. /Director (Medical) in discharge of duties of Administration. 3. Exercises overall control over proper allocation of work amongst the staff under his charge. 4. Gives verbal directions/guidance/ advice to the staff under territorial jurisdiction of RO/SRO/ESIH/D(M)D in their day to day activities wherever required. 5. Identify the training need of staff and arrange training in co-ordination with ZTI. 6. Ensure 100 % work through ERP or other IT application. 7. Ensure internal control in functioning of the branch. 8. Conducts periodical inspections of Local offices/Inspection Offices. Ensuring maintenance of fixed assets register in proper proforma. 9. Scrutinizes cases submitted by branch staff through the Head Clerk and takes decision for their interim/final disposal in accordance with the delegation of powers or submits to the Regional Director with his recommendations for decisions. 10. Acts as Secretary to Local Committees when nominated. 11. Depending on the nature of the work of the Branch, guides Local Offices/Inspection offices in the Region, issues clarifications to employers/insured persons and Associations/Trade Unions in the changed business and governance environment.
5.21	Sr. Deputy Director/ Deputy Director/ Assistant Director when leading Audit Party	1. Functions as immediate supervisor of the Internal Audit Party. Ensures conduct of audit as per existing/ adopted policy. 2. Prepares audit programmes in accordance with the yardstick for approval by higher authorities and allocates and coordinate with work of the Audit Party/s. Maintains coordination with the officers and the staff of the office under audit for production of records/documents for the completion of audit. 3. Guides and advises staff in their day to day activities and ensures completion of audit in accordance with the program and timely submission of audit reports. 4. Ensures Checking of the dockets, claims and benefit payments and third party payments are duly audited as per existing policy in the matter. 5. Ensures checking of ESC/CBS report of payment made to beneficiaries. Random checking of payments with claim for selected period is necessary. 6. Ensures checking of Cash book both online and offline to ensure proper entry in cash book.

		7. Ensures checking of Account No. 1 & 2 and imprest cash book for one month selected by the Dy Director (Finance). 8. Issues daily objection slips to the head of office under audit. 9. Ensures consolidation and preparation of draft audit report, discussion with the head of the office and submission of final report to the Dy director (Fin). 10. Reviews previous audit reports for objections pending with the office. 11. Ensures Checking of 100% fresh cases of PDB & DB. 12. Reviews registers maintained by Local Office and Regional Office including M.R's office. 13. Reviews employers' files audited by his party. 15. Such other duties as per specific instruction by Competent Authority.

6. Assistant Director -Pay Scale 9300- 34800, Grade Pay- 4800

6.1	Asstt Director (Actuary) Hqrs.	The Asstt Director (AD) will function as Section officer of the branch. All functionaries will put up files to Asstt Director and after scrutiny of file and facts of the matter AD will submit proposal to Sr DD/ DD. The following functions shall be performed by AD:- **Actuarial Branch-I** 1. Preparation of statistical information relating to ESIC for Labour Bureau, Shimla. 2. Processing of Misro Act. 03 and MisroActl.-4 Returns. 3. Data entry in computer, updating and analysis of data in PDB card, Annual processing of PDB fresh claims. 4. Collection of Information in respect of fresh cases of DB through MISRO Act-4, Scrutiny of information received through card. Processing for computation of Capitalized Value in respect of each fresh cases received. 5. Advise capitalized values of PDB and DB for budget Estimates, Revised Estimates, closing A/cs. 6. Calculation of No. of IPs /IWs exposed to risk for various benefits. 7. Sample survey & advice on actuarial matters. 8. Clarification of queries asked by field offices. **Actuarial Branch-II** 1. Processing of data received through MISRO Actl.02 in respect of DB / TDB Half-yearly review of incidence of SB/TDB. 2. Processing of monthly returns ESIC Med.6, 6A, 9 from State Govts. 3. Compilation of material from ESIC IB, III-B, III-D, IV-A, IV-B, IV-C for Annual reports of ESIC.

6.2	Asstt Director (Benefit) Hqrs.	Asstt Director (AD) will function as Section officer of the Branch. All the functionaries will put up files to Asstt Director and after scrutiny of file and facts of the matter, AD will submit proposal to SDD/ DD. The following functions shall be performed by AD:- Benefit Branch- I 1. Processing of complaints regarding non-payment of benefits 2. Court cases regarding PDB/DB/OD cases 3. Quarterly statement of PDB/DB/OD cases showing cases pending for more than 12 months. Statement is placed before Standing Committee/Corporation. 4. Relaxation of Super speciality treatment cases 5. Review/existing reports and returns for simplification Benefit Branch-II 1. Policy & Procedure for controlling lax certification (High incidence of SB & TDB) 2. Policy, Law & Procedure on following benefits: - Sickness Benefit, Extended Sickness Benefit. Enhanced Sickness Benefit. Maternity Benefit Temporary Disablement Benefit. Permanent Disablement Benefit. Dependant Benefit. Funeral Expenses. RGSKY (Unemployment Allowance) ABVKY 3. Policy and procedure on incentive Scheme to the employers' for providing employment to disabled persons. 4. Policy and procedure regarding Entitlement/disentitlement of I.P.s under Regulation-103(A). 5. Policy and control over the functioning of Branch Offices and inspection thereof 6. Policy and procedure regarding Alternative Evidence of Sickness & Temporary Disablement Benefit under Regulation 53. 7. Policy & Procedure on Registration. 8. To conduct meeting of Regional Directors and follow up action on Minutes. 9. Approval of Tour Programmes of RDs and tour notes of RDs & POs

		(Hqrs. Office). Action on tour notes of RDs/JDs(I/c) 10. Waiver of recovery of cash benefit paid in excess to the beneficiaries. 11. Sharing of cost on excess of SB with the State govt. where the incidence of sickness in the State exceeds the all India average Recovery under Section 58(2). 12. Policy on loss of wages/conveyance allowance 13. Policy and Procedure regarding abstention verification from employers. 14. Constitution of E.I. Courts/MATs/Medical Board/Special Medical Boards/Peripatetic Medical Boards/Zonal Medical Boards. 15. Examination and approval of replies to External Audit reports connected with cash benefits. 16. Enhancement in the rates of PDB/DB 17. Statement of payment made on ESIC-71 and waiver thereof. 18. Setting up new Branch/Divisional Offices, abolition of existing offices and review of such offices etc. through Estt. Br.III 19. Examination of Inspection Reports of branch of ROs, Examination of Inspection Reports of Branch Offices. 20. Policy & Procedure regarding prosecution of IPs for wrong declaration. 21. Policy and procedure regarding incapacity references. 22. Policy & Procedure regarding suspension of benefit under Regulation 99. 23. Policy & Procedure under Sec.68 24. Abstention verification from employers. 25. Policy & Procedure regarding working of Branch Offices. 26. Policy on time barred claim of IPs. 27. Standard note for supplementary and parliament questions on benefit matters. 28. Preparation of material for annual report of ESIC. 29. Revision and updating of Branch Office Manual. 30. Policy & Procedure regarding payment by cheque/Money Order. 31. Policy & Procedure regarding family photo identity cards. 32. Policy and Procedure on registration of employees/IPs. 33. Examination and action of minutes/proposals on benefit matters proposed in the meeting of RDs/Local Committees/Regional Boards. 34. Policy & Procedure regarding payment of PDB/DB through post office/Bank 35. Review of ESIC series Forms and Regulation forms. 36. Policy & Procedure regarding payment of benefits to legal heirs of the deceased IPS.

6.3	Asstt Director (Cash) Hqrs.	AD (Cash) will be under control of SDD/DD (Cash) of Hqrs. The following functions shall be performed by AD (Cash) - 1. Calculation of interest on HBA/ car/scooter/computer advances 2. Compilation/calculation of income tax and issue of TDS to employees and 3rd party. 3. Filling of E-Return of Form 24Q and 26Q 4. Dealing with all types of cash including payment to non-officials members of ESIC/ members of Standing Committee 5. All airlines and railway ticket booking for all official tours of all the officers/officials of Hqrs. Office 6. Adjustment bills in respect of above tickets 7. Liaisioning with official agency and other related correspondence. 8. Maintenance of Registers and records related with Air/Rail tickets 9. Any other work related to Cash Branch.
6.4	Asstt Director (Establishment) Hqrs. E-I E-II	Asstt Director (AD) will function as Section officer of the Branch. All the functionaries will put up files to Asstt Director and after scrutiny of file and facts of the matter AD will submit proposal to SDD/ DD. The following functions shall be performed by AD:- 1. Work relating to consolidation and updation of ESIC (Staff & Conditions of Service) Regulations, 1959 on administrative matters. 2. Permission for further studies and for commercial employment after retirement in respect of officers of Group 'A', 'B' & 'C' (Insurance Inspectors). 3. For release of final payment of GPF to Group 'A' & 'B' officers of Hqrs. Office. 1. Matters in relation to unions/federation/officers" association. 2. To attend the returns received from different regions and watch disposal of complaints received under grievance procedure. 3. To attend to the grievance not settled under grievance procedure in the Regional Offices etc. 4. Matters relating to functioning of departmental/contractor's canteen in the offices of the corporation and to examine the feasibility for adoption of Govt. of India instructions in relation to functioning of Departmental Canteen. 5. Amenities admissible to corporation employees such as functioning of Recreation clubs, Benevolent funds, compassionate funds.

		6. Matters related to Residents Welfare Association. 7. Appointment of dependents of deceased corporation employees and to sanction grants from compassionate funds. 8. Matters concerning to appointment/promotion/probation/ACP in the cadre of PA/SR. P.A./Jr. H.T./ Sr.H.T./JE. 9. All India Seniority list in the cadre of JR.H.T./Sr.H.t./P.A.s/Sr.P.A.s/H.Clerks/Asst. 10. Appeals/representation relating to service matters in respect of Group C up to HC/Asst. and Group D employees. 11. Matters relating to Inter Regional Transfer in case of Group C (up to Assistant/Head Clerk level) and all Group D employees. 12. Industrial disputes and Court cases referred by Regional Director etc. in relation to Group C (up to Assistant/Head Clerk level) and all Group 'D' Employees and referred CAT Cases relating to service matters etc. 13. Issue of No Objection Certificate for passport and visit to foreign countries from the cadre of Insurance inspectors onwards in respect of Administrative staff only. 14. Policy regarding advance increments to LDCs in typing. 15. Approval for engaging contractual staff.
	E-III	1. Court cases concerning revision of pay scales etc 2. Issues regarding revision/grant of pay scales and issues thereon. 3. Policy matters relating to anomaly regarding pay scales 4. Compilation of annual statement on verification of service book. 5. Adoption/ circulation of orders of Dearness Allowance relating to pensioners. 6. Policy on New Pension Scheme 7. Court cases relating to counting of past service 8. Court cases relating to pension matters 9. Dealing with representation / grievances of pensioners and pensioners association. 10. Updating and Compilation of monthly/quarterly returns regarding sanctioned strength and In-position of officers/ staff 11. Compilation of information for annual report/ Statistical Data.
	E-IV	1. All other misc. work of the Branch viz. Furnishing Quarterly Report of ISO certification, Hindi Pragati Report and maintenance of CL/RH/EL records of staff etc. 2. Pursuing re-constitution of Standing Committee/ ESI Corporation through Labour Ministry.

		3. Arranging meetings of Standing Committee/ ESI Corporation. Preparation and compilation of Agenda and Memorandum Notes and circulating approved Minutes of these meetings. 4. Compilation of important decisions of Standing Committee / ESI Corporation. 5. Constitution of Medical Benefit Council through Ministry of Labour. 6. Constitution/Reconstitution of General Purposes Medical Care Sub-Committee, Construction Sub-Committee, Budget & A/Cs. Sub Committee etc. 7. Sanction of HBA in respect of all employees of the Corporation including Hqrs., D.M.D., ESIC hospitals & Model Hospitals. 8. Replies to objections raised by Internal/External Audit on matters related to H.B.A. 9. To examine cases requiring rebate in interest on HBA consequent upon satisfactory compliance of Terms & Conditions. 10. Policy matters on HBA and clarification etc.
	E-V	1. Grant of Family Planning Allowance. 2. Determination of Pension/Family Pension/DCRG, Maintenance of Service Books. 3. Encashment of leave of staff at Hqrs. 4. Issue of Income Certificates. 5. Grant of Festival/Fans/Cycle advance. 6. Payment of GIS at the time of retirement/resignation. 7. Permission for acquiring/disposal of property under CCS (Conduct) Rules, 1964. 8. Vigilance Cases. 9. Holding of Departmental Tests to the post of Stenographers, P.A./Assistant/UDC/ LDC (including half yearly special typing test for grant of advance increment and quarterly typing test in English & Hindi). 10. Recruitment to the post of Staff Car Driver, Mali, Farash, Sweeper and Chowkidars, Peon. 11. Maintenance of registers for reservation of STs/SCs/OBCs/PH etc. 12. Maintenance of Casual Leave records of personal staff of the officers at Hqrs. Office. 13. Transfer/Posting of staff (Grade C & D) within various branches etc. at Hqrs. and Ministry etc. 14. Holding of Screening Committee Meetings for grant of financial upgradation under ACP Scheme.

		15. Processing cases of inter regional transfer and compassionate appointment. 16. ESI Hqrs. Employees Union Matters. 17. OTA Claims/Honorarium of Ministry Staff. 18. PIC in respect of Hqrs. Staff. 19. Issue of NOC for visiting foreign countries. 20. Co-ordination with Election Commission of India w.r.t. Election Matters 21. Police Verification/Caste Verification in respect of Group 'C' officials. 22. Appointment of Contractual Staff.
	E-VI	1. Change of declaration of Home Town. 2. Issue of instructions on Fixed Conveyance Allowances and Reimbursement of actual taxi/scooter charges to officers of Hqrs. Office. 3. Grant of scooter/ car advance in respect of employees in the Hqrs. Office. 4. Sanction of the investigation of time barred claim. 5. Loss of cash/ theft of cash all over India. 6. Grant of Dearness Allowance. 7. Grant of Children Education Allowance. 8. Issues of circulation of Holidays. 9. Framing of instructions regarding extension of medical facilities under the ESI Scheme to ESI Pensioners. 10. Payment of subsidy for the purchase of Books and Hostel subsidy to the Central Government employees who on their transfer are obliged to keep their children in the hostel. 11. General Instructions & cases regarding grant of OTA. 12. Grant of advance to the employees of the Corporation affected by natural calamities. 13. General Instructions and cases regarding compensatory Remote Locality (Bad Climate) Allowance to the Corporation's employees. 14. Grant of special increment in the form of special pay under small family norms. 15. Opening of Holiday Home. 16. Observance of Quami Ekta Week, Sadbhawana Divas, AtankwadVirodhi Divas. 17. Children Education Allowance/ Tuition fee etc. 18. Grant of Permanent Imprest and instruction regarding. 19. Appointment of AMA under CS(MA) Rules. 20. LTC Bills in respect of Regional Director to visit Home Town and any place in India.

6.5	Asstt. Director (Recruitment), Hqrs	1. Test for grant of advance increment to the existing stenographers. 2. Special recruitment drive for filling up the backlog vacancies of SC/ST. 3. Payment of honorarium in respect of exam. work performed by the officers/officials. 4. Work related to conduct of online examinations.
6.6	Assistant Director (General Branch), Hqrs	AD (General Branch) will function as Section officer and will report to SDD/ DD (General Branch) - 1. Maintenance of Library & Purchase of Books, Periodicals & Newspapers. 2. Purchase of Stationery items. 3. Purchase of Livery items & Policies thereof. 4. Purchase of General articles. 5. All matters relating to telephones. 6. Matters relating to Gazette Notification. 7. Arrangement of all the meetings at Hqrs. Office / Ministries / outside. 8. Booking of TOR / Holiday Home & policy thereof. 9. Day to Day maintenance of Hqrs. Building and timely payment of electrical / water bills etc. 10. Control of CRI of Hqrs. building. 11. Maintenance of Fixed Assets Register in proper proforma.
6.7	Asstt. Director (CAIU), Hqrs	AD (CAIU) will function as Section Officer and will report to SDD/ DD (CAIU) and assist him/her to carry out their duties effectively.
6.8	Asstt Director (ICT), Hqrs	1. Coordination with NIC for IT enablement on meetings. 2. Preparation of Budget Estimates of the division 3. Preparation/Compilation of periodical reports. 4. Hardware/Software-procurement for Hqrs. Office. 5. Annual Report/Report of PR/MOL. 6. Reviewing MPR from Regions. 7. SRS - Analysis, discussion and finalization. 8. Regional Offices/SRO/Hospital - logistics support. 9. Training on computerization. 10. Business Process Re-engineering and related work. 11. IIPA Study. 12. Development of Application systems. 13. Supply of Software. 14. Maintenance of stocks of hardware/software installed in Hqrs. office. 15. To prescribes norms, standards & specification of Computer

		hardware and other Computer related items for use in ESI Corporation. 16. Any other matter as assigned
6.9	Asstt Director (Legal), Hqrs	1. To pursue with respective Branch/Officer for follow up actions relating to court cases. 2. To examine High Court judgements of all over India ESIC court cases for filing SLPs before the Supreme Court of India. 3. To coordinate with hqrs office branches/Regional Offices/ESI Hospitals regarding court cases. 4. To receive quarterly progress report of court cases from all Regions/Hospitals of ESIC, making of entries in Register and review of pending cases in different court and issue of necessary guidelines to RDs. 5. To liaison with the Advocate in connection with pending court cases. 6. To process the bills of Advocates by scrutiny of each hearing/proceedings and attendance of court by the Advocate. 7. To refer certain required cases to Ministry of Labour/Ministry of Finance/DOPT/UPSC etc. for getting vetted PWCs and related matters 8. To prepare MPR of court cases of Hqrs office and other regions of ESIC. 9. To maintain Branch diary register/dispatch register/movement register of court cases files etc. 10. To prepare all statements, monthly, quarterly and annual relating to court cases. 11. To prepare monthly list of pending court cases in Supreme Court/Delhi High Court/CAT New Delhi with their next date of hearing for taking follow up action. 12. To depute staff for specific duty for attending courts/Advocates etc. 13. Correspondence with Advocate/Regional Directors/Hospitals / Branches/Officers of Hqrs. 14. To receive and examine resume of Advocates for empanelment and processing the same. 15. To receive and deal with references from RDs etc. about payment of fee to advocates and empanelment of Advocates by them. 16. To examine and decide fees structure of different Advocates in consultation / with the concurrence of Finance & Accounts.

6.10	Asstt Director (Fin), Hqrs	AD (Finance) will function as Section officer and will report to SDD/ DD (Finance). AD shall be responsible for following tasks –
	F&A Branch- I	1. Preparation of Table – IV (Income & Expenditure) for Statistical abstract. 2. Monthly Statement of Contribution and damages to Insurance Branch. 3. Supply of Monthly Accounts forms to all accounting Units/Hospitals. 4. Attending to Audit Party from C&AG for Audit of Annual Accounts.
	F&A Branch- II	1. Internal and External Audit replies. 2. Watching of delayed credit and Missing credit of funds. 3. Reconciliation of cash, remittances from Central A/c No. 1 to A/c No. 2 of the units. 4. Writing of Cash Book of Account No. 1 (Central) and Account No. 2 . 5. Review of daily/weekly cash balance. 6. Allocation of interest on investments among various Reserve Funds. 7. Physical verification of FDRs of Nationalised bank/Govt. Securities. 8. Preparation of R.Es/B.Es- Special Deposit Accounts. 9. Monitoring investment and related activities. 10. Monitoring e payment activities
	F&A Branch- III	1. Scrutiny of income Tax/ GST statement. 2. Reconciliation of outstanding advances. 3. Preparation of GPF Schedule in respect of all officials of Hqrs. Office. 4. Issue of receipt of amount deposited by the employees of Hqrs. as well as third parties in Account No. 1 of Hqrs, Preparation of challan, transfer entry, Issue of suspense slip. 5. Maintenance of Pension Register. 6. Reconciliation of payment of pension in respect of Hqrs. with Bank scroll. 7. Concurrence of Pension papers received from E-VI up to the post of SSO. 8. Preparation of Data for payment of salary and other dues of employees' of Hqrs. office through ECS - In Floppy and Hard copy to be sent to State Bank of India.

	F&A Branch- IV	1. Grievances of Pensioners/Family Pensioners. 2. All matters relating to National Pension System (NPS) other than uploading the NPS data. 3. Assistance to Principal PAO w.r.t. NPS. 4. Maintenance of Pensioners Data base of all pensioners across ESIC.
	F&A Branch- V	1. Reference from ROs regarding dispute between R.D. and Dir. (F)/M.S./ & JD(F)/DY. DIRECTOR (F). 2. Grant of permanent advances to the offices of Corporation. 3. Proposal relating to purchase of medical and other equipments for all the offices of ESIC including Hospitals and Dispensaries outside the delegated powers of the Head of Office. 4. Medical reimbursement cases of I.Ps. beyond the delegated powers. 5. Regularisation of Theft/Loss of property cases relating to all the offices. 6. Purchase, condemnation and Repair & Maintenance of staff cars for Hqrs. office and beyond the delegated powers in respect of all other offices including exceeding the monthly limit of ceiling of K.ms. run by s/cars. 7. A.M.C. and Special Repair of Hqrs. Building and Noida Residential Colony including Horticulture and all other matters not covered under plinth area rates. 8. Control over expenditure as per allocated Budget in respect of all the directly run Hospitals including Noida Hospital.
	F&A Branch- VI	1. Staff proposal of Regional Accounts Branches and Internal Audit Reports. 2. Tour Programmes of Internal and Audit Parties of all offices. 3. Inspection Report of DGACR in r/o Hqrs. & the Co- ordination work during audit. 4. External Audit arrangement, payment of Audit fee, submission of consolidated Audit Report to the Ministry of Labour & other contented work. 5. Special Audit approval & arranging thereof. 6. M.P.R. of local audit & indication of month for audit of Admn. Expeditions. 7. Quarterly statement of outstanding Objection Book items. 8. Co-ordination work relating to Inspection reports received from all the state Accountant General. 9. Monthly D.O reports of the Jt. Director / Dy. Director (Fin.) at Regional Offices, SROs & ESI Hospitals . 10. Miscellaneous work of General nature.

	F&A Branch- VII	1. Calculation of depreciation in respect of fixed assets of the Corporation/staff cars for budgetary and actual appropriation. 2. Scrutiny of calculation of the rent statements of the buildings of the Corporation for Budgetary purpose as well as appropriation to Medical Benefit and Administrative expenses of the Corporation including sharing thereof with the State Govts. 3. Preparation of material for Annual Report and critical review of Income & Expenditure. 4. Passing of suspense slip of payment and receipts on account of Construction works raised by field units. 5. Adjustment of advances of Capital Construction Fund and creation of Assets. 6. Review of Balances showing assets and advances and reconciliation with the Balance Sheet. 7. Preparation & supply of data to National Statistical Organisation in respect of Admn. Exp. in ESI Scheme 8. Maintenance of Land & building record of entire ESIC and reconciliation thereof with balance sheet.
	F&A Branch- VIII	1. To accept nomination forms submitted by the subscribers. 2. To finalise cases of retired / resignation / died /dismissed /voluntary retirement. 3. To finalise GPF receipts and payments Accounts at the end of each financial year. 12 To deal with the statement of expenditure and disposal of final payment cases being received from the Regional Directors. 13 To deal with the GPF Refundable Advances /Non-Refundable withdrawal. 14 To examine proposal regarding adoption, amendments of the provident fund rules, procedures and instructions etc. 15 To prepare the Agenda items for standing Committee / Corporation / Medical Benefit Council meeting work regarding PF matters. 16 External Audit work and justify the difference between the Accounts /GPF. 17 Printing of Ledgers / GPF statements/ reconciliation broadsheets etc 18 To prepare GPF Budget estimates and revised estimates i.e. Receipt & Payment of D.L.I. Scheme.