



	Medical Br –V	<ol style="list-style-type: none"> <li>1. Action against contract holders, for drugs declared “Not of Standard Quality” by drug Authority.</li> <li>2. Action against firms on breach of contract by the Rate Contract holders</li> <li>3. Release of EMD.</li> <li>4. Preparation of Purchase procedure guidelines – Amendment/Revision, etc.</li> <li>5. Court Cases – related to Rate Contract.</li> <li>6. Arbitration Cases related to Rate Contract.</li> <li>7. VIP references</li> <li>8. Agenda items for Meeting of GPMC Sub-Committee, E.S.I. Corporation, Standing Committee, etc.- Related to Rate Contracts</li> <li>9. Work related to ISO certification of ESIC Hospitals.</li> <li>10. Work related to ‘Quality Assurance and Medical Audit cell “including rating of ESIC Hospitals</li> </ol>
	Medical Br –VI	<ol style="list-style-type: none"> <li>1. All complaints and miscellaneous works for all India.</li> <li>2. Inter-Region transfer.</li> <li>3. All work related to ESIC committees / sub-committees.</li> <li>4. Expo facto approval for receiving honorarium by Medical and paramedical.</li> <li>5. General Circular, Hindi report, Dak-Despatch, absentee &amp; Cross statement, record of CL / RH, File movement.</li> </ol>
6.12	Asstt Director (MSU), Hqrs	<ol style="list-style-type: none"> <li>1. Reward Schemes for devoted workers of Corporation.</li> <li>2. Preparation of norms for engagement of contractual staff of Group 'C' &amp; 'D' from other sources.</li> <li>3. Norms for opening of Divisional Offices/Br. Offices in various Regions.</li> <li>4. Preparation of Job Cards in r/o Group 'C' &amp; 'D' Cadres of ESI Corporation.</li> <li>5. Review of Organogram from time to time</li> <li>6. Work Study of ROs'/BOs'/HQ's office from time to time.</li> <li>7. Other Miscellaneous matters received from time to time.</li> <li>8. Implementation of ISO 9001-2000 (QMS) Certification for Offices of ESI Corporation as per order of DG.</li> </ol>
6.13	Asstt Director (P&D), Hqrs	<ol style="list-style-type: none"> <li>1. Preparation of notes/background papers on various aspects of the scheme.</li> <li>2. Coordination work regarding Parliament Questions/Assurances.</li> <li>3. Suggestions / representations regarding various provisions of ESI Act. Formulation of new Schemes etc.</li> </ol>



6.14	Asstt Director (Public Grievances), Hqrs	<ol style="list-style-type: none"> <li>1. To acknowledge the complaints and issue interim reply, wherever required.</li> <li>2. To attend the Public Grievance meetings held in the Cabinet Secretariat and Ministry of Labour for redressal of Public Grievances and take suitable follow up action.</li> <li>3. Processing of grievances by quarterly returns and their submission to the Ministry of Labour &amp; Employment.</li> <li>4. Review of the decision at the Hqrs. Office on the Compliance Report received from Regional Directors and other Grievance Officers.</li> <li>5. Compilation and submission of the monthly return to the Ministry of Labour &amp; Employment in respect of the P.G. cases appeared in the newspapers.</li> <li>6. To issue final reply/intimation to the complainant regarding the disposal of the grievances.</li> <li>7. To issue periodical reminders to the concerned authorities including the Grievance Officers for early disposal of cases.</li> <li>8. To attend the Public Grievance meetings held in the Cabinet Secretariat and Ministry of Labour for redressal of Public Grievances and take suitable follow up action.</li> <li>9. Compilation and submission of weekly &amp; monthly report to the Ministry of Labour &amp; Employment in respect of PG cases received through Prime Minister's Office &amp; Cabinet Secretariat.</li> </ol>
6.15	Asstt Director (Public Relations), Hqrs	<ol style="list-style-type: none"> <li>1 Updating of guide books on ESI Scheme for employers and employees for their periodical printing and distribution.</li> <li>2 Designing and printing of annual corporate publications such as statistical brochures, statistical abstract, budget estimates and annual accounts etc.</li> <li>3 Printing and production of corporate procedural manuals from time to time and their distribution to the field units.</li> <li>4 Preparation, up-dating, designing and printing of telephone directories of the Corporation for Delhi Area/all India.</li> <li>5 Participation in health melas, health check-up camps, inauguration of new offices, establishment and medical units under ESI Scheme.</li> <li>6 Preparation of brief notes, presentations for visiting dignitaries and delegation etc.</li> <li>7 Preparation and designing works on ESIC Logo and Common Signage for all offices of ESI Corporation.</li> <li>8 Providing logistic support to the Ministry of Labour for organizing special events and distribution of invitation cards etc, on such occasions.</li> </ol>

		<p>9 Providing all essential information to NGOs, State Govts., Central Govt. Offices, Employers and Employees</p> <p>10 Organizations and individuals on demand and otherwise.</p> <p>11 General printing works as and when assigned by other branches of Hqrs. Offices.</p> <p>12 Distribution of publicity materials on ESI Scheme to all ESIC/ESIS Establishments, employers, IPs etc.</p> <p>13 Up-dates of mailing list of distribution from time to time.</p>
6.16	Asstt Director (RTI), Hqrs	<p>AD (RTI) will act as Section in-charge and process fresh requests for information and appeals, supervision of the Assistant and other functionaries of the Branch. AD will examine the information sought by the applicant and will submit file with proposal with reply of the query. If the query is related to other Division, the DD will co-ordinate with other division and will ensure that proper reply is sent to the applicant in time and cost, if any, is collected and deposited in ESIC Fund.</p> <p>The following role will be performed by AD :-</p> <ol style="list-style-type: none"> <li>1. To receive periodical reports and returns under the RTI Act from all field formations i.e., the CPIOs and the appellate authorities in respect of the work done by them under the Act., processing and scrutinizing the same, making entries in records, compiling and furnishing periodical reports and returns about the applications received, information supplied, fees and cost received and appeals etc., to the Ministry of Labour or to the CIC.</li> <li>2. To deal with various correspondence from field formations and officers at Hqrs. about the clarifications as sought by them from time to time.</li> <li>3. To deal with applications under the RTI Act. in respect of divisions under the charge of Addl. Commissioner (PR), the CPIO.</li> <li>4. Any other work assigned by the senior officers about the RTI Act.</li> <li>5.. Work relating to miscellaneous administrative activities of the staff in the RTI Cell.</li> </ol>
6.17	Asstt Director (SC/ST Cell), Hqrs	<ol style="list-style-type: none"> <li>1. Monitoring of verification of Reservation Rosters at regional level in r/o decentralised cadres maintained in various offices of E.S.I. Corporation.</li> <li>2. Approval of De-reservation in E.S.I. Corporation.</li> <li>3. Submission of on demand information to Min. of Labour/ National Commission for Scheduled Caste, Scheduled Tribe, Minorities, Safai Karamcharis, other backward classes, women and chief commissioner for persons with disabilities etc.</li> </ol>



		<ol style="list-style-type: none"> <li>4. Special Rectt. Drive in r/o SCs, STs, OBCs, Physically handicapped.</li> <li>5. Action taken for formation of Cell and its composition in the Region.</li> <li>6. Work related with empowerment of women and protection from sexual harassment of women at work place.</li> </ol>
6.18	Asstt Director (Vigilance), Hqrs	<ol style="list-style-type: none"> <li>1. Review of suspension cases.</li> <li>2. Scrutiny of Agreed List and list of doubtful integrity of Group A, B, C&amp;D.</li> <li>3. Scrutiny and maintenance of Property Returns of officers of the rank of SSO and above.</li> <li>4. Assessment of performance of Jt. Directors of Vigilance Units and Jt. Directors (DE).</li> <li>5. Periodical monitoring of disciplinary and complaint cases pending with field units.</li> <li>6. Preparation/vetting of para-wise comments and other correspondence in respect of court cases.</li> <li>7. Clarifications to all RDs on matters relating to disciplinary and vigilance cases in respect of all categories of employees of the Corporation.</li> <li>8. Observance of Vigilance Awareness Week.</li> <li>9. Coordinating with Training Institutions for training in vigilance matters of Staff and Officers.</li> <li>10. Amendments to ESIC (Staff &amp; Conditions of Service) Regulations, 1959.</li> <li>11. Appointment of Retired ESIC Officers as Inquiry Officers.</li> <li>12. Approval of Tour Programmes of all Jt. Directors (Departmental Enquiries) and Jt. Directors (Vigilance)</li> <li>13. Seeking first/ second stage advice of CVC in respect of all group "A" officers.</li> <li>14. Review of position reported by RDs in respect of missing of employers' files.</li> </ol>

6.19	<p>Asstt Director (Revenue), Hqrs</p> <p>Revenue Branch-I</p> <p>Revenue Branch-II</p>	<ol style="list-style-type: none"> <li>History Sheets with reference to arrears of Rs.10 lakh and above.</li> <li>Monitoring the performance of ROs/SROs on the review of employers' files.</li> <li>Allotment of Regional Code Number to the newly set up Regions/Sub - Regions.</li> <li>Dealing with queries raised in the SC/ESIC meetings and Parliament Questions relating to the Branch.</li> <li>Examination and approval of replies to external and internal audit report related to Revenue Branch-I.</li> <li>Replies to the queries raised by Standing Committee/ESI Corporation and Parliament Questions related to Revenue matters.</li> <li>Examination of Tour notes of Officers related to Revenue Branch-I.</li> <li>Policy in respect of Monthly performance report of Revenue Branch Officers.</li> <li>Examination of Inspection report related to this Branch.</li> </ol> <ol style="list-style-type: none"> <li>Periodical review of Prosecution cases, E.I. Court Cases, High Court Cases, Inspection, Survey, Test Inspection, F.D.C.</li> <li>Issues related to coverage of factories/establishments.</li> <li>Examination and compliance report on revenue matters submitted by Regional Directors in response to the report of the Hqrs. Inspection Team/Senior officers.</li> <li>Supply of Information to external audit in r/o of matters dealt in Revenue Branch-II.</li> <li>Examination of tour notes of Regional Directors relating to revenue matters.</li> </ol>
6.20	<p>Assistant Director (Regional/Sub- Regional Offices) / ESI Hospitals /Director (Medical), Delhi</p>	<ol style="list-style-type: none"> <li>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 those aspects.</li> <li>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.</li> </ol>

		<ol style="list-style-type: none"> <li>3. Exercises overall control over proper allocation of work amongst the staff under his charge.</li> <li>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.</li> <li>5. Identify the training need of staff and arrange training in co-ordination with ZTI.</li> <li>6. Ensure 100 % work through ERP or other IT application.</li> <li>7. Ensure internal control in functioning of the branch.</li> <li>8. Conducts periodical inspections of Local offices/Inspection Offices. Ensuring maintenance of fixed assets register in proper proforma.</li> <li>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.</li> <li>10. Acts as Secretary to Local Committees when nominated.</li> <li>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.</li> </ol>
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## 7. Social Security Officers (SSO)/ Manager Grade- III

Pay Scale- 9300-34800

Grade Pay- 4600

7.1	<b>SSO (Inspection)</b>	<ol style="list-style-type: none"> <li>1. Functions as a field/peripatetic officer of the Corporation with defined statutory powers of examining coverage of factories and to verify compliance under the Act &amp; Regulations.</li> <li>2. Functions as liaison officer between the Corporation and the employer as well as employees in order to guide, help and render all assistance to them in furtherance of the stated objectives of the Act, including arranging seminars, health camps and distribution of Health Pass books.</li> <li>3. Conducts inspections/surveys of factories in accordance with procedure laid down for the purpose and verifies compliance as per existing policy on the matter.</li> <li>4. Attends to enquiries requiring spot verification or investigation.</li> <li>5. Gives guidance to the employers on points of law and procedure relating to coverage and payment of contributions, maintenance of records etc, brings their difficulties to the notice of Regional Director.</li> <li>6. Does all clerical work in the course of the inspection or otherwise such as writing of Reports, inspections of Pay Bills and T.A. Bills, advance intimation to employers, fortnightly and monthly diary and correspondence with the Regional office at his level.</li> <li>7. Keeps Regional Office posted with his day to day activities by way of fortnightly and monthly diary of his work.</li> <li>8. Spots/detects new factories/establishments for purpose of coverage.</li> <li>9. Appears in court in connection with legal cases and keeps contact with Counsels and pursues legal cases. Appears in Medical Appeal Tribunal to represent the Corporation.</li> <li>10. Pursues recovery cases with the Certificate Officers and maintains records/registers at the Inspection Office such as Employers files, General and Instructions files, Inspection Register, Monthly Account of each Inspection, Imprest Cash Book, contingent/dead stock/consumable articles/printed forms/ stationery registers.</li> <li>11. Attends to spot verification of refund cases.</li> <li>12. In simple cases, where counsels are not engaged, pleads on behalf of the Corporation and does allied work such as scrutiny of written statement preparation of replies and effective arrangements for evidence/witnesses; verifies bills of additional charges of the E.I. Courts.</li> <li>13. When posted in Medical Cell visits clinics of I.M. P's in connection with verification of utilization of certificate books and reports to RD/SMO</li> <li>14. Performs all the duties as per new inspection policy and submits report online within the timeframe prescribed.</li> <li>15. When posted in Inspection Cell at Hqrs, assists Deputy/ Asstt Director</li> </ol>
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7.2	<b>SSO (Office Superintendent)- when posted at Hqrs, Regional/Sub- Regional Offices</b>	<p>in the conduct of inspection of the offices of the Corporation, preparation of inspection reports and in watches compliance.</p> <p>16. Conducting surveys in accordance with instructions, carrying out spot verifications wherever necessary, submitting required tour programmes and records in time in accordance with instructions, uploading inspection and survey reports in web portals within the stipulated time.</p> <ol style="list-style-type: none"> <li>1. Supervision and proper allocation of work among subordinate staff and ensuring completion of work and submission of required information/ statements/ returns in time including Parliament Questions, VIP references, grievances of insured persons as well as other stake holders within the stipulated time.</li> <li>2. Keeping overall watch and ensuring discipline and punctuality, scrutinizing inspection reports and ensuring revenue recovery action, scrutinizing C18/ D18 registers for ensuring recovery action within stipulated time, managing web portal related requests from Employers and Employees on real time.</li> <li>3. Managing the process of biometric enrolment and distribution of Health Passbooks and other documents, ensuring delivery of benefits in time, ensuring procurement and distribution of stores by following prescribed procedures including uploading in websites, CPP and guidelines given in GFR.</li> <li>4. Ensuring proper cleanliness and upkeep of office premises in accordance with established standards, conducting work study by using established tools and techniques and also by devising appropriate methodologies and performs such duties as may be assigned to him by the Branch Officer/ JD/ RD or as authorized by the ESI Corporation or as specified in the ESI (General) Regulations 1950.</li> <li>5. Ensures that computers, printers and networking equipment are maintained properly and they are in complete working order.</li> </ol>
7.3	<b>SSO when leading the Audit Party</b>	<ol style="list-style-type: none"> <li>1. Functions as immediate supervisor of the Internal Audit Party. Ensures conduct of audit as per existing/ adopted policy.</li> <li>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.</li> <li>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.</li> <li>4. Ensures Checking of the dockets, claims and benefit payments and third-</li> </ol>

		<p>party payments are duly audited as per existing policy in the matter.</p> <p>5. Ensures checking of ESC/CBS report of payment made to beneficiaries. Random checking of payments with claim for selected period is necessary.</p> <p>6. Ensures checking of Cash book both online and offline to ensure proper entry in cash book.</p> <p>7. Ensures checking of Account No. 1 &amp; 2 and Imprest cash book for one month selected by the Dy Director (Finance).</p> <p>8. Issues daily objection slips to the head of office under audit.</p> <p>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).</p> <p>10. Reviews previous audit reports for objections pending with the office.</p> <p>11. Ensures Checking of 100% fresh cases of PDB &amp; DB.</p> <p>12. Reviews registers maintained by Local Office and Regional Office including M. R's office.</p> <p>13. Reviews employers' files audited by his party.</p> <p>14. Performs such other duties as per specific instruction by Competent Authority.</p>
7.4	<b>SSO (Branch Manager Grade-I, II, III)</b>	<p>1. Functions as head of office having direct contact with the beneficiaries. To act as Public Grievance Officer of the office.</p> <p>2. Acts as drawing and disbursing officer, operates banking account and ensures safe custody of cash and renders accounts.</p> <p>3. Exercises control over proper allocation and coordination of work amongst the staff and gives suitable directions and guidance to the staff from time to time. Keeps over all watch and ensures discipline and punctuality in attendance and general supervision and control to ensure smooth running of the office.</p> <p>4. Passes claims for payment of benefit to Insured Persons and does all incidental work relating to claims.</p> <p>5. Passes claims for payment of benefit to Insured Persons and does all incidental work relating to claims.</p> <p>6. Investigation of fatal cases of Employment Injury.</p> <p>7. Verifies the schedule sheets in ERP with online payment dockets and signs daily the Cash Books maintained at the Local Office.</p> <p>8. Conducts periodical review of all the registers maintained at the Local Office.</p> <p>9. Ensures timely preparation and dispatch of outgoing periodical reports and returns.</p> <p>10. Attends court and represents cases on behalf of the Corporation as &amp; when so directed and Conducts inspection of factories as and when so directed.</p> <p>11. Controls pay Offices wherever attached.</p>



		<p>12. Functions as Secretary to the Local Committee where so nominated.</p> <p>13. Ensures periodical meeting with employer and IPs/ Employees under Suvidha Samagam program.</p> <p>14. Ensures proper maintenance of service books of the staff and attests all entries; attests entries in ledger sheets, index and identity cards.</p> <p>15. Imparts training to the newly posted staff and guides employers' representatives.</p> <p>16. Conducts periodical physical verification of cash, duplicate Identity cards, postage stamps and records certificate. Takes responsibility of safe custody of records/property of the local office.</p> <p>17. Ensures adequacy of fund in Account No. 2 of the Local Office and sends indents for additional funds as &amp; when required.</p> <p>18. Ensure timely preparation of Bank Reconciliation Statement and sending DCR to Regional /Sub-regional Office.</p> <p>19. Any other work assigned by senior officers.</p> <p>20. Ensures biometric enrolments in the Branch Office and proper maintenance of Service Books, extends all necessary help and guidance to the insured population as well as other stakeholders.</p> <p>21. Arranges for proper seating, drinking water and toilet facilities to both male and female beneficiaries, ensures all necessary signage including office timings and holiday list on display, causes to maintain charts and graphs, takes responsibility for safekeeping of records and performs such other duties as may be assigned to him from time to time.</p> <p>22. Maintenance of fixed assets register in proper proforma.</p> <p>23. Maintenance of computers and peripherals in working order.</p>
7.5	<b>SSO (Office Superintendent) when posted in Hospital(s)</b>	<p>1. Functions as a supervising authority of one or more branches of the Hospital as allocated and assists the Branch Officer(s) in discharge of duties in r/o allocated branches. Maintenance of fixed assets register in proper proforma and computers, printers and peripherals in working order.</p> <p>2. Ensures 100 % work through ERP or other IT applications in the allotted branches.</p> <p>3. Scrutinizes cases submitted by Dealing Assistant, examines and submits them onward for decision. Any other work as assigned to him by the MS or other supervisory officers.</p>

7.6	<b>SSO (Office Superintendent) when posted in Dispensary</b>	<ol style="list-style-type: none"> <li>1. The Office Superintendent of the Dispensary shall be responsible for financial functions, maintenance of Discipline among officials and efficient service delivery. The Office Superintendent will act as DDO of the dispensary.</li> <li>2. Arrange to ensure that Medical Reimbursement Claim Bills of IPs and bills of empanelled chemist/ Lab or all other PPT services shall be received, diarised properly, scrutinised and processed in detail (by verifying the claimed amount vis-a-vis rate and claimed number of cases and other parameters) consequent to which it will be submitted to IMO In charge for verification based on domain knowledge/ approval.</li> <li>3. Arrange to ensure "First In First Out" principle is followed strictly for processing of bills.</li> <li>4. Ensure proper sanction of every payment or drawls of cash from bank.</li> <li>5. Arrange to keep record of payment made to various parties.</li> <li>6. Arrange to ensure that all the payments are made in mode as approved by Hqrs office.</li> <li>7. To ensure maintenance of cash book with the help of Cashier.</li> <li>8. To act as Inspecting Officer for the stores and it should be verified in stores only. Inspecting Officer should check the quantity, batch number, DOM, DOE, shortfall and excess, shelf life of items for acceptance of goods. Inspection should be completed at the earliest i.e. within 2-3 days of receipt of goods. All stores should be brought into account in a reasonable time and not later than 7 days from the date of receipt of goods. He will ensure maintenance of fixed assets register.</li> <li>9. To carry out surprise inspection in the store and/ or dispensary during the dispensary hours and submit report of finding about stock tally offline and online, functioning of counters and presence of pharmacist/ official on duty. The report along with recommendation be submitted to IMO In charge with a copy to Regional Director.</li> <li>10. To ensure (by directing the pharmacist responsible for managing store to present Expiry Register or other record necessary for the job) evaluation of medicine expiry status and report any loss, expected or occurred on this account and reasons thereof. A report will be submitted to IMO In charge and Regional Director.</li> <li>11. To arrange to prepare duty roster of officials functioning in the dispensary. The Office Superintendent shall have exclusive power and responsibility to assign duty and timings to all C non-medical staff posted in the dispensary such as Assistant, UDC, LDC, MTS and others.</li> </ol>
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		<p>12. To ensure 100 percent ERP work in the dispensary and maintenance of computers and peripherals in full working order.</p> <p>13. Any other work assigned by Competent Authority.</p>
7.7	<b>SSO (MSU)</b>	<p>1. Functions as work-study practitioner directly under the leader of the team (Deputy Director).</p> <p>2. Under the guidance and leadership of the team, conducts work study by using the techniques and tools of work-study in accordance with the time schedule of the projects assigned to him. For this purpose, he devises subject for approval of the leader the methodology to be followed in the study.</p> <p>3. Records facts, examines them critically and develops alternative plans and frames draft report as and when required for acceptance.</p> <p>4. Conducts work-study as individual cum team in accordance with the nature of the assignment and directions in the different aspects of work-study method study, work measurement, organization analysis, forms analysis, standardization of reports and returns, records management, office lay out etc.</p> <p>5. Examines references on O&amp;M aspects received from Hqrs. and regions and puts up recommendations for consideration.</p> <p>6. Keeps track of the external environment, Govt. orders and new initiatives in the field related to ESIC and suggests for reengineering in processes and functions.</p> <p>7. Any other work assigned by senior officers.</p>
7.8	<b>SSO (Branch Manager Grade-I, II, III) - when posted at DCBO</b>	<p>1. The Manager of the Branch Office shall be responsible for Benefit Payments and Financial Functions. The Manager will report to DCBO In-charge.</p> <p>2. Acts as drawing and disbursing officer, operates banking account and ensures safe custody of cash and renders accounts thereof.</p> <p>3. Exercises control over proper allocation and coordination of work amongst the staff and gives suitable directions and guidance to the staff from time to time. Keeps over all watch and ensures discipline and punctuality in attendance and general supervision and control to ensure smooth running of the office.</p> <p>4. Maintains fixed assets register in the proper proforma and ensures maintenance of computers, peripherals and networking equipment in proper working order.</p> <p>5. Passes claims for payment of benefit to Insured Persons and does all incidental work relating to claims.</p> <p>6. Investigation of fatal cases of Employment Injury.</p>

		<p>7. Verifies the schedule sheets in ERP with online payment dockets and signs the Cash Books daily.</p> <p>8. Conducts periodical review of all the registers maintained at the Local Office.</p> <p>9. Ensures timely preparation and dispatch of outgoing periodical reports and returns.</p> <p>10. Attends court and represents cases on behalf of the Corporation as &amp; when so directed and conducts inspection of factories as and when so directed.</p> <p>11. Controls pay Offices wherever attached.</p> <p>12. Functions as Secretary to the Local Committee where so nominated.</p> <p>13. Ensure periodical meeting with employer and IPs/ Employees under Suvidha Samagam program.</p> <p>14. Ensures proper maintenance of service books of the staff and attests all entries; attests entries in ledger sheets, index and identity cards.</p> <p>15. Imparts training to the newly posted staff and guides employers' representatives.</p> <p>16. Conducts periodical physical verification of cash, duplicate Identity cards, postage stamps and records certificate. Takes responsibility of safe custody of records/property of the local office.</p> <p>17. Ensures adequacy of fund in Account No. 2 of the Local Office and sends indents for additional funds as &amp; when required.</p> <p>18. Ensures timely preparation of Bank Reconciliation Statement and sending DCR to Regional /Sub-regional Office.</p> <p>19. Ensures biometric enrolments in the Branch Office and proper maintenance of Service Books, extends all necessary help and guidance to the insured population as well as other stakeholders</p> <p>20. Arranges for proper seating, drinking water and toilet facilities to both male and female beneficiaries, ensures all necessary signage including office timings and holiday list on display, causes to maintain charts and graphs, takes responsibility for safekeeping of records and performs such other duties as may be assigned to him from time to time.</p> <p>21. Branch Manager will attend all the grievances along with DCBO In-charge.</p> <p>22. Branch Manager of DCBO will act as Inspecting Officer of the stores and ensure maintenance of fixed assets register and online inventories.</p> <p>23. Branch Manager while functioning at DCBO will carry out duties as enumerated by Competent Authority from time to time.</p>
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**8. Assistant/ Head Clerk****Pay Scale- 9300-34800    Grade Pay- 4200**

<b>8.1</b>	<b>Branch Offices/DCBO</b>	<ol style="list-style-type: none"><li>1. Functions as claims clerk, cashier and Manager in Branch Offices, should there be such a situation.</li><li>2. Investigations of accident cases if directed by Branch Manager for doing so.</li><li>3. Ensuring timely preparation and onward submission of important documents, returns and statements, disposing off of papers at his own level, ensuring no pendency in various areas especially accident reports.</li><li>4. Compliance with audit paras.</li><li>5. 100% online processing of claims and payments by direct bank transfer.</li><li>6. Arranging Local Committee meetings and Suvidha Samagam.</li><li>7. Initiating any other work as assigned to him by the Branch Office Manager depending on exigencies and situations.</li><li>8. Submitting the file to Branch Manager, narrating the facts as per record or other evidence as available. Can suggest the course of action.</li><li>9. Ensure all IT assets are in running conditions and follow-up for their repair and maintenance</li><li>10. Work as caretaker for branch office.</li><li>11. To assist Branch Manager in complying with the provisions of RTI Act.</li><li>12. To act as per directions of Branch Manager in all other matters arising out of functioning of Branch Office which are not listed here</li></ol>
<b>8.2</b>	<b>Hqrs/ RO/SRO/ESI Hospital/ DMD/ Dispensary</b>	<ol style="list-style-type: none"><li>1. Submission of files to next level after scrutiny of proposal and documents available in file or from other related sources.</li><li>2. Functions independently by assuming the entire range of responsibilities of the UDC and in addition,</li><li>3. Ensuring that work pertaining to important areas does not suffer, that there are no delays, that issuance/ approval of code numbers are cleared on everyday basis, that inspection reports are processed for revenue recovery action within the stipulated time so as to avoid being time barred, that the requirements of various statutory</li></ol>

8.3	Caretaker	<p>provisions, Rules and administrative instructions are followed to the letter and spirit especially the provisions of GFR, to ensure process flow in respective modules such as Insurance, Dhanwantari and ERP and working under the overall supervision of the Office Superintendent.</p> <ol style="list-style-type: none"> <li>4. All investment proposal, fund transfers are done as per budget ceiling.</li> <li>5. Monitoring the expenditure pattern of field offices to highlight divergent trends.</li> </ol> <ol style="list-style-type: none"> <li>1. Supervises the work of MTS, security guards, housekeeping personals, chowkidars etc Posted at Hqrs. Office/Regional office. Engages other labour on daily wages as per instructions.</li> <li>2. Ensures cleanliness of the building, bathrooms and W.Cs in r/o of office building/premises, common area and facilities of ESIC Staff Colony Premises proper maintenance of the office, gardens and lawns, attends to seating arrangements in conference hall for various meeting.</li> <li>3. Attends all correspondence, preparation of bills of the daily wages staff and arranges payment to them.</li> <li>4. Arranges the local purchase of daily consumable articles like liquid soap, phenyl, cleanzo, vim etc and maintains related registers and attends to correspondence etc.</li> <li>5. Attends to work in connection with the repairs, maintenance of the office building/Staff Quarters, water cooler, air conditioners etc. and ensures regular supply of electricity and water. Attends to correspondence with the C.P.W.D. &amp; OTIS etc. and maintains the allied registers etc.</li> <li>6. Keeps watch over outgoing and incoming stores equipment etc.</li> <li>7. Performs such other duties as may be entrusted to him from time to time.</li> <li>8. Any other job as assigned by Competent Authority.</li> </ol>
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**9. Upper Division Clerk**  
**Pay Scale- 5200-20200**

**Grade Pay- 2400**

9.1	Branch Offices	<ol style="list-style-type: none"> <li>1. Checking rates and preparation of payment vouchers online in the Branch Office.</li> <li>2. Processing Employment Injury cases and conducting spot investigations as directed by supervisory officers,</li> <li>3. Submitting investigation reports as well as processing online, processing cases for Medical Board immediately after termination of TDB,</li> <li>4. Processing commutation and alternative evidence cases, processing maternity benefit cases,</li> <li>5. Attending to audit reports and Office inspection reports for ensuring compliance with such reports,</li> <li>6. Processing excess payment cases for recovery, processing conveyance and reimbursement claims of insured persons,</li> <li>7. Processing incapacity references and abstention verification, reviewing DB cases and allied matters.</li> <li>8. Appearing in Courts as necessary, attending to miscellaneous correspondence and queries of insured persons,</li> <li>9. Maintaining prescribed registers and Service Books, preparing regular payment lists for ECS transfer to beneficiaries,</li> <li>10. Preparing regular bank reconciliation statements and keeping the cash book tallied,</li> <li>11. Arranging periodic Suvidha Samagam meetings and dealing with such matters as may be assigned to him depending on exigencies and spot requirements under the supervision of the Branch Office Manager.</li> <li>12. Thorough checking of ECS / CBS statement to ensure payment to genuine beneficiaries.</li> <li>13. Deals with such other matters as may be assigned to him by way of adjustment of functions a rank above/below depending upon the exigencies and spot requirements.</li> <li>14. Submission of PUC/References /RTI information in file with full detail in noting and flagging of relevant documents.</li> <li>15. It will be ensured that all claims are processed within the stipulated time and all manner of help and guidance is extended to the insured persons. Grievance cases must be addressed on the spot and all payments processed</li> </ol>
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		<p>online and through ECS and other mechanisms for direct transfer to the bank account of insured persons. In such work in the Branch Office, the highest standards of transparency and probity shall be maintained for effective and timely delivery of services. It should also be ensured that computers, printers and networking equipment are maintained properly and they are in complete working order. Service requests should be raised in time wherever necessary.</p> <p>16. Any other work as assigned by the Manager.</p>
9.2	<b>HQ/RO/SRO/ESIH/DMD/ESI DESPENSARIES</b>	<ol style="list-style-type: none"> <li>1. Initiation of files related to the Section/ Branch. The file should contain the PUC, other associated documents. The UDC will put up facts related to the matter for verification by the Assistant/Head Clerk. While submitting the file UDC/Head Clerk will ensure that the file is properly numbered and documents are serially kept in file.</li> <li>2. Examination/initiation of cases in administrative matters relating to recruitment, promotion, transfer and postings, superannuation, creation of posts, review of staff, up-gradation, down-gradation, of Local Offices, complaints, vigilance, Internal/External Audit Reports, Inspection Reports. Deals with other administrative matters such as seniority, grant of various advances, claims of employees of the Corporation, preparation and checking of bills, departmental test and training programmes, Union/Association matters, delegation of powers, work pertaining to all housekeeping activities, building construction, hiring, allotment (special work relating to cash delivery service where it is in vogue); assists cashier on pay day; attends to work pertaining to Regional Boards/Local Committees if done in administration Branch. In General Branch initiates after due assessment of requirements, proposal for procurement of stationery, forms and other articles.</li> </ol>



		<ol style="list-style-type: none"> <li>3. In Insurance deals with employers' files, their accounting, Inspection/survey reports of Insurance Inspectors, defaulter's statements and action, Legal action for recovery and attends as witness in legal cases where necessary.</li> <li>4. Attends to the work of coverage of employers, exemption cases, review of employer's files, recovery, refund, franking machines, annual assessment of the number of employees/ employers cards, setting up a E.I. Courts, Medical Appeal Tribunals and Medical Boards, Legal action for recovery and prosecution, inspection programmes, SSO's meetings.</li> <li>5. Deals with procedures pertaining to medical and cash benefits, incapacity references, program of medical referees, appointments of part-time Medical Referees, various statements and returns indicating the position of benefits, publicity, false declaration cases, constitution and working of Medical Boards, action on default in sending declaration forms, cases of artificial limbs and appliances, Medical Appeal Tribunals, complaints regarding cash benefits from employers, employees and their unions contribution cards, checks R.C.C.</li> <li>6. Deals with all matters from the local office such as Medical Board Cases, commutation cases, Employment Injury cases, Audit Paras etc.</li> <li>7. In accounts, audits all kinds of bills and conducts local audit of Regional/Local offices. Deals with the cases of financial concurrence, banking arrangement reconciliation statements, transfer of funds, pre-audit of PDB/DB/Commutation cases, compilation of monthly accounts; Budget and revised Budget Estimates, work relating to external and internal audit programmes and action on audit reports; pension statements; L.P.C. And pay fixation (Gazetted Officers); income tax statements, maintenance of leave accounts of Gazetted Offices.</li> <li>8. Maintains prescribed registers and prepares reports/returns.</li> <li>9. Performs such other duties as may be entrusted to him from time to time.</li> </ol>
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9.3	<b>UDC (Cashier) Branch Office</b>	<ol style="list-style-type: none"> <li>1. Receives cheques, enters in cheque receipt register, visits bank for encashment, disburses cash and writes cash book and contingent register.</li> <li>2. Disburses benefit payments to Insured persons through ECS/NEFT/ Bank transfer (BT) and does all incidental work.</li> <li>3. Deposits all cash receipt in Bank and encashes cheques from Bank.</li> <li>4. Disburses pay and allowances etc. to the staff of the local office and pension to retired employees, payment to third parties through direct transfer in bank account of the payee.</li> <li>5. Maintains 3 different cash Books.</li> <li>6. Pursues bank reconciliation statement and prepares reports.</li> <li>7. Functions as claim clerk when assigned with duties to disburse benefit payments to Insured persons at pay offices.</li> <li>8. Ensures safe handling and custody of cash, Cheque Books, Receipt Books, Schedule sheets and dockets and arranges deposit of duplicate keys.</li> <li>9. Maintains prescribed registers.</li> <li>10. Prepares cheques for encashment and counts cash in hand every day.</li> <li>11. Withdraws cash for Branch Office.</li> <li>12. Prepares daily/Monthly statement of Account No. I and II.</li> <li>13. Deals with such other matters as may be assigned by way of adjustment of functions a rank above/below depending upon the exigencies and spot requirements.</li> </ol>
9.4	<b>RO/SRO/Hospital/ D(M)D/Headquarter</b>	<ol style="list-style-type: none"> <li>1. All types of payment to employees, third parties and other beneficiaries. All payment should be done by direct transfer to payee's bank account through ECS/NEFT/RGS or Bank Transfer.</li> <li>2. Thorough checking of ECS/RTGS/NEFT/BT statement proposed to be sent for payments. Marked as checked and verified on the ECS/RTGS/NEFT/BT statement and keep a copy of the same in safe custody after getting the same countersigned by Section In-charge. One copy of the same should be sent to DDO also.</li> </ol>



		<ol style="list-style-type: none"> <li>3. Receives cash for earnest money, refund of Provident fund, TA and other advances, prepares challans and deposits cash in Account No. I</li> <li>4. Writes down with proper classifications Imprest cash book for all receipts and disbursed vouchers, pay bills, TA bills etc.</li> <li>5. Maintains contingent charges register.</li> <li>6. Prepares TA and leave Travel concession Bills of employees and also all contingent bills ensuring appropriation thereof with budget. Allotments.</li> <li>7. Checks medical Reimbursement claims/bills received &amp; conveyance bills</li> <li>8. Prepares Budget Estimates and revised estimates with reference to relevant information</li> <li>9. Prepares pension and leave salary bills in respect of officials on Foreign Service/and deputation.</li> <li>10. Prepares debt deposits statements quarterly.</li> <li>11. Ensures arrangement of transfer of funds through Hqrs. For Regional office every month &amp; applies control over expenditure as per budget allotments.</li> <li>12. Maintains files and makes correspondence relating to cash seat.</li> <li>13. Maintenance of advance adjustment register and keep a watch of proper and timely adjustment of advances.</li> <li>14. Initiates proposal for requirement of funds and raise fund request in ERP system.</li> <li>15. Makes payment of statutory and other dues for which services have been utilized.</li> <li>16. Attends to audit objections pertaining to cash seat and proposes replies.</li> <li>17. Recovers debts of thrift society, keeps account and passes on credit to treasurer of society.</li> <li>18. Performs such other duties as may be entrusted to him from time to time.</li> </ol>
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**10. Lower Division Clerk / Multi-Tasking Staff/Telephone Operator****Pay Scale- 5200-20200 Grade Pay- 1900/1800/1900**

<b>10.1</b>	<b>Lower Division Clerk Branch Office</b>	<ol style="list-style-type: none"><li>1. Receives &amp; diaries certificates.</li><li>2. Prepares rates &amp; posts them in ledger.</li><li>3. Attends the insured persons on counter, helps/fills up Claim forms, examines eligibility of claims, prepares the benefit dockets &amp; makes entries in the ledger.</li><li>4. Initiates incapacity references, abstention verification (form 8) and ESIC – 47, (ESB rate) and ESIC – 71 (Contributory record) where necessary &amp; takes action on receipt of reply.</li><li>5. Prepares Money Order Forms for M.O. Payment.</li><li>6. Maintains relevant registers, supplies statistical data.</li><li>7. Reviews pending claims.</li><li>8. Maintains ledgers &amp; other documents properly.</li><li>9. Opens ledger sheets where De-centralized registration is in vogue.</li><li>10. Takes delivery of printed documents supplied by Regional office &amp; keeps account.</li><li>11. Deals with confinement charges for Insured Persons.</li><li>12. Issues pay slips to Insured persons on demand.</li><li>13. Prepares charts for the Local Office.</li><li>14. Handles correspondence with IMPs on defective certification.</li><li>15. Attends to miscellaneous correspondence relating to claims.</li><li>16. Deals with such other matters as may be assigned to him by way of adjustment of functions a rank above/below depending upon the exigencies and spot requirements.</li><li>17. Diarises &amp; dispatches dak&amp; other documents &amp; does typing work of Local Office.</li><li>18. Attends enquiries of IP's/Employers on Reception counters; help IP's in filling u claim forms etc. and guides the employers.</li><li>19. Attends to registration work where decentralised.</li><li>20. Prepares indents for forms and stationery and issues them. Maintains relevant registers.</li><li>21. Attends to inter- Regional Transfer cases of Insured Persons.</li></ol>
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10.2	Hospital	<p>22. Attends to the issue of duplicate identity cards/maintains relevant registers.</p> <p>23. Makes petty local purchases of stationery and perishable articles. Maintains relevant registers.</p> <p>24. Attends to the routine administrative matters such as Casual Leave/Restricted Holiday etc. of staff.</p> <p>25. Works as Claim Clerk/Cashier in exigencies.</p> <p><b><u>While posted in Kitchen:</u></b></p> <p>i. Receives/checks diet sheets prepared by different wards and prepares distribution chart daily;</p> <p>ii. Attends to all matters pertaining to purchase/procurement of dietary articles and then issues to the kitchen staff and maintains proper account thereof.</p> <p>iii. Supervises work of the kitchen staff.</p> <p>iv. Ensures strict application of menu prepared by the dietician.</p> <p>v. Assists in supervision and distribution of food to different wards.</p> <p>vi. Makes visits to outside offices/places in connection with procurement of supplies.</p> <p>Vii. Performs such other duties as may be assigned to him from time to time.</p> <p><b><u>While posted in Store:</u></b></p> <p>i. Assists Store-Keeper in working out requirements of stores in terms of yardstick, issue of tenders and procurement thereof.</p> <p>ii. Assists Store-Keeper in day to day issue of stores and their custody.</p> <p>iii. Assists in local purchase of stores.</p> <p>iv. Makes arrangement for repair etc. of various articles and assistance in their maintenance.</p> <p>v. Pays visits to railway stations and other places in connection with the procurement of stores.</p> <p>vi. Performs such other duties as may be assigned to him from time to time.</p>
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	<p><b>ESIC Dispensary</b></p>	<p><b><u>When posted in Radiography/Laboratory:-</u></b></p> <ol style="list-style-type: none"> <li>I. Attends to the work of registration of patients coming for diagnosis.</li> <li>ii. Obtains reports from doctors and transmits to the concerned department for tests.</li> <li>lii. Maintains records on various aspects of the functioning of departments.</li> <li>iv. Performs such other duties as may be assigned to him from time to time.</li> </ol> <p><b><u>When posted in Registration Counter: -</u></b></p> <ol style="list-style-type: none"> <li>I. Attends to and checks particulars of the patients coming for OPD treatment and prepares reference slips online.</li> <li>ii. Makes entries in Dhanwantari Module and generates OPD slips.</li> <li>iii. Maintains records of attendance, admissions and treatment etc. of patients and compiles monthly statistics.</li> <li>iv. Maintains case sheet daily in respect of discharged patients and produces them subsequently when necessary.</li> <li>v. Compiles information in accordance with the international classification of diseases for supply to various agencies.</li> <li>vi. Deals with the correspondence in respect of discharged patients.</li> <li>Vii. Prepares bed occupancy position, cost per bed and other monthly returns relating thereto.</li> <li>Viii. Performs such other duties as may be assigned to him from time to time.</li> </ol> <ol style="list-style-type: none"> <li>1. Maintains Medical Record Envelopes.</li> <li>2. Prepares Registration slip.</li> <li>3. Make Entries in the Register and computer system.</li> <li>4. Issue of registration slip generated by computer system.</li> <li>5. Takes out all M.R.E. For Medical Officers use and again places the same at its proper place.</li> <li>6. Transfer of MRE to Dispensaries and Regions.</li> <li>7. Prepares effective and ineffective register and makes</li> </ol>
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10.3	<b>Headquarters /Regional Office/SRO/D(M)D</b>  <b>Multi Tasking Staff</b>	<p>day to day entries.</p> <p>8. Prepares the monthly returns.</p> <p>9. Maintains Record of Patients referred for hospitalization etc.</p> <p>10. Makes independent correspondence pertaining to Registration Room.</p> <p>11. Maintains postage stamp register.</p> <p>12. Dispatches certificates to different Local Offices under Certificate of posting.</p> <ol style="list-style-type: none"> <li>1. Does diary and dispatch work, movement of files, typing and other routine work of the branch.</li> <li>2. Initiates the file after keeping the PUC and other documents in the file and submits the same to next level for necessary action.</li> <li>3. Maintaining files and registers related to branch/ section.</li> <li>4. Timely preparation of reports &amp; returns.</li> <li>5. Deals with such other matters as may be assigned to him by way of adjustment of functions a rank above/below depending upon the exigencies and spot requirements.</li> <li>6. Performs such other duties as may be entrusted to him from time to time, such as Physical Maintenance of records of the Section, General cleanliness &amp; upkeep of the Section Unit, Carrying of files &amp; other papers within the building, Photocopying, sending of FAX etc, other non-clerical work in the Section Unit, assisting in routine office work like diary, despatch etc, including on computer, delivering of dak (outside the building), Watch &amp; ward duties, Opening &amp; closing of rooms, Cleaning of rooms, dusting of furniture etc, cleaning of building, fixtures etc, driving of vehicles, if in possession of valid driving licence, Upkeep of parks, lawns, potted plants etc and any other work assigned by the superior authority.</li> </ol>
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<b>10.4</b>	<b>Telephone Operator</b>	<ol style="list-style-type: none"> <li>1. Operates the PBX Board for Hqrs. &amp; Regional office/ SRO.</li> <li>2. Notes down the message &amp; conveys it to the person concerned.</li> <li>3. Notes the complaints about defective telephones and conveys them to the Telephone Department.</li> <li>4. Co-ordinate with telephone service providers viz BSNL/MTNL etc.</li> <li>5. Performs such other duties as may be entrusted to him from time to time.</li> </ol>
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11.	Principal Private Secretary	Pay Scale- 15600-39100,	Grade Pay- 6600
	Private Secretary (Gr. A)	Pay Scale- 15600-39100,	Grade Pay- 5400
	Private Secretary (Gr. B)	Pay Scale- 9300-34800,	Grade Pay- 4800
	Personal Assistant	Pay Scale- 9300-34800,	Grade Pay- 4600

<b>11.1</b>	<b>Principal Private Secretary Private Secretary (Gr. A) Private Secretary(Gr. B)</b>	<p>To keep the officer free from routine nature of work by checking official emails, mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote the work in which he has specialized.</p> <ol style="list-style-type: none"> <li>1. Assists the Director General/FC/CVO/ senior officers in secretarial work.</li> <li>2. Takes down dictation and transcribes them.</li> <li>3. Performs important and confidential work assigned to him.</li> <li>4. Maintains engagement diary of the Director General/FC/CVO/senior officers and reminds about engagement/appointments.</li> <li>5. Submits files received and papers for meetings etc.</li> <li>6. Sorts out important and urgent files for decision and obtains orders.</li> <li>7. Arranges for interview of outsiders/officials/insured persons etc.</li> <li>8. Issues tour programme and does correspondence with Regional Directors/State Govt/Ministry etc. where necessary.</li> <li>9. Ensures that all relevant books/instructions are available for references.</li> <li>10. Attends to telephone calls, answers queries and</li> </ol>
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11.2	Personal Assistant	<p>passes on the same where necessary.</p> <ol style="list-style-type: none"> <li>11. Maintains confidential reports of principal officers and confidential files.</li> <li>12. Maintains Director Generals' personal accounts and correspondence.</li> <li>13. Disposes of routine files and matters at his own level.</li> <li>14. Examines monthly D.Os. Of Regional Directors, other reports and returns</li> <li>15. Sets question papers for shorthand &amp; Typewriting takes tests and evaluates answer papers.</li> <li>16. Arranges meeting of principal officers etc. and refreshment etc.</li> <li>17. Sanctions Casual Leave to Lower Division Clerks and Class IV staff of the personal section and recommends Earned Leave to them in consultation with Director General.</li> <li>18. Allocates work to L.D.C and Class IV staff and supervises them.</li> <li>19. Performs such other duties as may be entrusted to him from time to time.</li> </ol> <p>The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with visitors. Some of the more specific functions are enumerated below: —</p> <ol style="list-style-type: none"> <li>1. Serves as secretarial assistant to officer(s) and takes dictations and transcribes them in the best possible manner.</li> <li>2. Receives Dak and passes on the same to officer concerned.</li> <li>3. Sorts out Dak and passes on the same to officer concerned.</li> <li>4. Diarises important Dak and ensures their delivery to the branches concerned.</li> <li>5. Serves as an intermediary for passing on the files to the officers received from various branches, sorts out urgent/immediate files and ensures quick disposal.</li> <li>6. Maintains confidential files and reports wherever necessary.</li> <li>7. Ensures up to date maintenance of engagement</li> </ol>
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		<p>diary of officer and reminds him for the appointment.</p> <ol style="list-style-type: none"> <li>8. Accompanies officer on tour when required.</li> <li>9. Indents stationery etc. for himself and for the officer.</li> <li>10. Attends to telephonic calls.</li> <li>11. Maintains register for important communications.</li> <li>12. Takes verbatim in the meetings and other proceedings, as and when deputed.</li> <li>13. Assists / directs visitors who come to Regional Director.</li> <li>14. Performs such other duties as may be entrusted to him from time to time.</li> <li>15. Works under the direct supervision of the officer.</li> <li>16. Fixing up appointments and if necessary cancelling them;</li> <li>17. Screening the telephone calls and the visitors in a tactful manner;</li> <li>18. Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them;</li> <li>19. Maintaining, in proper order, the papers required to be retained by the officer;</li> <li>20. Keeping a note of the movement of all incoming &amp; outgoing papers, files, etc.</li> <li>21. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;</li> <li>22. Carrying out corrections to the Officer's reference books and making fair copies of draft Demi-official letters to be signed by the officer.</li> <li>23. Generally assisting the officer in such a manner as he may direct or may be necessary.</li> </ol>
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<b>12. Staff Car Driver (Special Grade)</b>	<b>Pay Scale- 9300-34800,</b>	<b>Grade Pay- 4200</b>
<b>Staff Car Driver (Grade I)</b>	<b>Pay Scale- 9300-34800,</b>	<b>Grade Pay- 2800</b>
<b>Staff Car Driver (Grade II)</b>	<b>Pay Scale- 9300-34800,</b>	<b>Grade Pay- 2400</b>
<b>Staff Car Driver (Ordinary Grade)</b>	<b>Pay Scale- 9300-34800,</b>	<b>Grade Pay- 1900</b>

<b>12.1</b>	<b>Staff Car Driver (Special Grade)</b> <b>Staff Car Driver (Grade I)</b> <b>Staff Car Driver (Grade II)</b> <b>Staff Car Driver (Ordinary Grade)</b>	<p>Staff Car Driver may be exclusively attached to the Senior Officers for driving the official vehicles provided to them or he/she may be required to drive official vehicles for conveyance of the officers, other guests/visitors and officers/staff.</p> <ol style="list-style-type: none"> <li>1. Proper cleanliness and maintenance of Car,</li> <li>2. Maintenance of Log book, records of petrol consumed/taken and other prescribed records are also part of his/her duties.</li> <li>3. He is also responsible to get servicing/repair of cars done under his/her direct supervision, wherever required. In addition,</li> <li>4. Perform such other duties and responsibilities as may be assigned to him/her from time to time.</li> </ol>
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