



**ESI CORPORATION**

**COMBINED BOOKLET  
OF  
DELEGATION OF POWERS**

**2005**

**Issued by MSU  
(Headquarters)**

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EMPLOYEES STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN CIG ROAD NEW DELHI

No.: A-38/15/2005-MSU

Dated: 20-01-2005

To

1. All the Regional Directors/Directors/Joint Director In-charge,  
ESIC Regional Office/Sub Regional Office
2. Joint Director – II ESIC Hqrs. Office, New Delhi.
3. Medical Superintendents of ESI Hospitals.

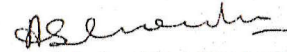
Sub.: Combined Delegation of Powers

Sir,

In supersession of all previous DOPs of RDs, Directors, Joint Director In-charge, Joint Directors, Dy. Directors/Asstt. Directors, the Director General has approved the DOPs as per Annexure A and Annexure B enclosed. In Annexure 'A', DOPs of RDs of R.Os., Director, Joint Director In-charge, DDs and ADs of RO/SROs, J.D.-II of Hqrs. and J.Ds/DDs/ADs of ESI Hospitals have been combined. The powers delegated to DDs/ADs will be exercised by the officers dealing with the concerned branch. The JDs/DDs/ADs of ESI Hospitals/Model Hospitals can exercise the powers which are relevant to be used by them.

In Annexure 'B' DOPs of Joint Director In-charge of Divisional Offices and Branch Managers Grade I & II have been combined to know the extent of powers delegated to them.

Yours faithfully,

  
(A.S. CHOUHAN)  
DY. DIRECTOR (MSU)

**COMBINED DELEGATION OF POWERS OF  
REGIONAL DIRECTORS, DIRECTOR, JT.DIRECTORS I/C AT SROs/JT.DIRECTOR-II OF HQRS AND JT.DIRECTORS/DY.DIRECTORS/ASSTT.DIRECTORS  
AT ROs, SROs AND ESI HOSPITALS**

Sl.No	Description of Powers	Extent of powers Delegated to RDs/JD In-Charge/JD-II of Hqrs.	Extent of Powers Delegated to JDs	Extent of Powers Delegated to DDs/ADs
<b>A CREATION OF POSTS, APPOINTMENTS ETC</b>				
A/1	To act as 'Head of Office' in respect of Regional Office/SROs. in which he is posted.	Full powers		
A/2	Creation of temporary posts.	Full powers in respect of Group 'D' posts in accordance with the yardstick.  NOTE: This power is not exercisable by the Director/JD In-charge of the SROs.		
A/3	To fill up all posts.	i) Full powers to fill all Group 'D' posts and Group 'C' posts up to Head Clerk/Assistant. ii) Full powers for making officiating arrangements upto 90 days in respect of Inspectors & Br. Manager Gr. II.  NOTE: This power is not exercisable by the Director/Jt. Director In-charge of the SROs.		

Sl. No.	Description of Powers	Extent of powers Delegated to RDs/JD In-Charge/JD-II of Hqrs.	Extent of Powers Delegated to JDs	Extent of Powers Delegated to DDs/A
A/4	<p>Medical Certificate of Fitness:-</p> <p>i) To accept a certificate of fitness signed by a registered medical practitioner in the case of Group 'C' &amp; 'D' employees.</p> <p>ii) To accept in the case of female candidate medical certificate from a female medical practitioner.</p> <p>iii) To require medical certificate of fitness before return from leave on medical certificate.</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p>
A/5	To condone break in service.	Full powers, subject to general instructions from Hqrs. in respect of posts to which he is competent to make appointments.		
A/6	To permit retention, suspension and transfer of lien.	<p>Full powers in respect of posts to which he is competent to make appointments.</p> <p>NOTE: This power is not exercisable by Dir./Jt. Director In-charge of the SROs .</p>		
A/7	To transfer an employee from one post to another post.	Full powers.	Full powers in respect of Group 'C' & 'D' employees.	Full powers in respect of Group 'D' employees.

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Sl. No.	Description of Powers	Extent of powers Delegated to RDs/JD In-Charge/JD-II of Hqrs.	Extent of Powers Delegated to JDs	Extent of Powers Delegated to DDs/ADs
A/8	To grant leave of all kinds.	i) Up to a period of 90 days to Group 'A' & 'B' Officers where no officiating arrangement is involved. ii) Full powers to grant leave to Group 'C' & 'D' employees.	i) Upto a period of 60 days to Group 'B' officers where no officiating arrangement is involved. ii) Full powers to grant leave to Group 'C' & 'D' employees.	Full powers to grant leave to Group 'C' & 'D' employees.
A/9	To prescribe an employee's Headquarters.	Full powers	Full powers in respect of Group 'C' & 'D' employees.	Full powers in respect of Group 'C' & 'D' employees.
A/10	To define the limits of an employee's sphere of duty.	Full powers	Full powers	Full powers in respect of Group 'C' & 'D' employees.
A/11	To decide whether a particular absence is absence from duty.	Full powers in respect of Group 'C' & 'D' employees.		
A/12	To permit counting of extraordinary leave towards increments.	Full powers in respect of officers for whom he is competent to grant leave.	Full powers in respect of Group 'C' & 'D' employees.	Full powers in respect of Group 'C' & 'D' employees excluding I.Is/ Br.Mgr. Gr.II.
A/13	To waive proviso (a) to Rule 22(1) of C.C.S. (Leave) Rules 1972 allowing a Government Servant to prefix and suffix holidays while proceeding on leave on a condition that he will remain responsible for money security in his charge.	Full powers in respect of officers for whom he is competent to grant leave.	Full powers in respect of officers for whom he is competent to grant leave.	

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A/14	Appointment of sanctioned staff for the Regional Office, Divisional Office, Branch Office, Inspection Office, Recovery office, SSMC/SMC Office, Zonal Vigilance Office and Medical Referees Offices within its jurisdiction for which Section 17 of the ESI Act, 1948, the UPSC need not be consulted.	Full powers in respect of all Group 'C' & 'D' employees (other than Insurance Inspector/ office Superintendent/ Br. Manager Gr.II /PA/ Jr. Hindi Translator /Sr. Hindi Translator/ Audit Inspectors). As per procedure laid down for recruitment and instructions from Hqrs. Office.		
A/15	To approve Tour Programme of Officers/ officials within the Region.	Full powers except in the case of JD(F)/DD(F)/AD(F)/JD(V)/JD(DE).	Full powers in respect of Group 'C' & 'D' employees.	
A/16	To approve the tour programme of Hindi Officer(s) for inspection of Branch Office regarding Official Language Policy.	Full powers	Nil	Nil
A/17	To approve Tour Programme of Ex. Engg./Asstt. Engg. within the Region.	Full powers	Nil	Nil
A/18	To undertake tour within area of their jurisdiction	Full powers		

Sl. No.	Description of Powers	Extent of powers Delegated to RDs/JD In-Charge/JD-II of Hqrs.	Extent of Powers Delegated to JDs	Extent of Powers Delegated to DDs/ADs
A/19	To engage a substitute in the leave vacancy of a Group 'D' employees in his region and to pay remuneration out of contingencies.	<p>Full powers subject to the following conditions:-</p> <ul style="list-style-type: none"> <li>a) The absence is due to his remaining on leave other than CL exceeding 10 days or resignation or transfer or for any valid reason</li> <li>b) There are no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave.</li> <li>c) The substitute arrangement is made on daily wages for the period upto and including 60 days on rates approved by the Local municipality / State Government for that category of staff and in accordance with the instructions issued by Hqrs. office from time to time.</li> <li>d) In the case of Medical Referees having independent office, the substitute should be engaged only for the days a Medical Referee is not likely to be on tour or regular leave.</li> </ul>	<p>Full powers subject to the following conditions:-</p> <ul style="list-style-type: none"> <li>a) The absence is due to his remaining on leave other than CL exceeding 10 days or resignation or transfer or for any valid reason</li> <li>b) There are no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave</li> <li>c) The substitute arrangement is made on daily wages for the period upto and including 30 days on rates approved by the Local municipality / State Government for that category of staff and in accordance with the instructions issued by Hqrs. office from time to time.</li> <li>d) In the case of Medical Referees having independent office, the substitute should be engaged only for the days a Medical Referee is not likely to be on tour or regular leave.</li> </ul>	<p>Full powers subject to the following conditions:-</p> <ul style="list-style-type: none"> <li>a) The absence is due to his remaining on leave other than CL exceeding 10 days or resignation or transfer or for any valid reason</li> <li>b) There are no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave</li> <li>c) The substitute arrangement is made on daily wages for the period upto and including 30 days on rates approved by the Local municipality / State Government for that category of staff and in accordance with the instructions issued by Hqrs. office from time to time</li> <li>d) The engagement of substitute will be made in accordance with the instructions issued by the Hqrs. from time to time.</li> </ul>

Sl. No.	Description of Powers	Extent of powers Delegated to RDs/JD In-Charge/JD-II of Hqrs.	Extent of Powers Delegated to JDs	Extent of Powers Delegated to DDs/ADs
		ii) He possesses the requisite experience for the post required. iii) His selection is recommended by the Departmental Selection Committee comprising RD/JD/DD/AD(Admn.) and JD(F)/DD(F) as the case may be.	ii) He possesses the requisite experience for the post required. iii) His selection is recommended by the Departmental Selection Committee comprising RD/JD/DD/AD(Admn.) and JD(F)/DD(F) as the case may be.	
A/22	Stepping up of pay under FR-27	Full powers in respect of Group 'D' employees, in accordance with provisions of FRs and SRs in consultation with Fin. & A/Cs.	Nil	Nil
A/23	To intimate changes in the incumbency of Branch Managers to the Bank	In the absence of Dy. Director(Fin.)/ Jt. Director(Fin.) on leave or on tour out of station, the Regional Director may intimate changes in incumbency of the Branch Manager to the Bank for the purpose of operation of Account No.2 of the Branch Office by the New Branch Manager.	Nil	Nil
A/24	To pass payment bills for expenditure sanctioned by a competent authority.	Full powers during the period of absence or on leave of J.D.(F)/DD(F)/AD(F) to the following extent. i) All pay bills except his own ii) All other bills except his own which are of urgent nature and can not await the return of JD(F)/DD(F)/AD(F).	Full powers during the period of absence or on leave of J.D.(F)/DD(F)/AD(F) to the following extent. i) All pay bills except his own ii) All other bills except his own which are of urgent nature and can not await the return of JD(F)/DD(F)/AD(F).	Full powers during the period of absence or on leave of J.D.(F)/DD(F)/AD(F). To be exercised only in the absence of J.D., by the D.D./A.D. other than DDO, authorized by the R.D.



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Sl. No.	Description of Powers	Extent of powers Delegated to RDs/JD In-Charge/JD-II of Hqrs.	Extent of Powers Delegated to JDs	Extent of Powers Delegated to DDs/ADs
A/25	To act as 'Head of Office' for the purpose of maintenance/attestation/safe custody of service books, service rolls and leave account.	Full powers subject to the condition that at least 10% of these documents are inspected every year by himself and initialed in token of having done so as per SR 199 and Govt. of India decision thereunder.	Full powers subject to the condition that at least 10% of these documents are inspected every year by himself and initialed in token of having done so as per SR 199 and Govt. of India decision thereunder.	Full powers to attest entries in Service Books, Service Rolls, Leave Accounts etc. and to keep these documents in their safe custody. He shall initial them in token of having done so as per SR-199 and Govt. of India decision thereunder.
A/26	To act as Drawing and Disbursing officer.	Full Powers	Full powers	Full Powers
A/27	To act as a Controlling Officer of employees upto the cadre of I.I./Br. Mgr. Gr. II etc. for the purpose of countersigning TA Bills etc.	Full Powers	Full powers subject to the condition that the Competent Authority approve the tour programme.	Full powers subject to the condition that the Competent Authority approve the tour programme.