



ESI CORPORATION

COMBINED BOOKLET OF DELEGATION OF POWERS

2005

**Issued by MSU
(Headquarters)**

PREFACE

The objective of Delegation of Powers at various levels in an Organisation is to ensure prompt and timely action towards discharge of their assigned responsibilities. The hallmark of an effective governance/ administration is to keep abreast with the changing environment to bring further decentralization particularly in a public dealing institution like ours for assisting our field units towards prompt handling of issues with the "principle of TOP to DOWN decentralization of authority and DOWN to TOP responsibility of assigned tasks". To this effect it has been the endeavour of MSU Branch to review and revise Delegation of Powers at various levels both at ROs., Divisional Offices and Branch Offices. Accordingly, an effort has been made to compile all such Delegation of Powers to make it handy for use by all concerned in their day-to-day dealing. It will be useful to the officers and staff to put up the matter for decision at the appropriate level.

Acknowledgement is due to Shri A.S. Chouhan, Dy. Director (MSU) and his team to staff for getting the DOPs. Consolidated for circulation.

Suggestions for further improvement are solicited.


(B.K. SAHU)
A.C.(MSU)

**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.**

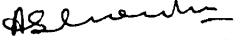
Sub.: **Combined Delegation of Powers**

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)**

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**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
A CREATION OF POSTS, APPOINTMENTS ETC				
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/ADs
A/4	Medical Certificate of Fitness:- i) To accept a certificate of fitness signed by a registered medical practitioner in the case of Group 'C' & 'D' employees. ii) To accept in the case of female candidate medical certificate from a female medical practitioner. iii) To require medical certificate of fitness before return from leave on medical certificate.	Full powers Full powers Full powers	Full powers Full powers Full powers	Full powers Full powers Full powers
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.	Full powers in respect of posts to which he is competent to make appointments. NOTE: This power is not exercisable by Dir./Jt. Director In-charge of the SROs .		
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.

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"> 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 b) There are no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave. 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. 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. 	<p>Full powers subject to the following conditions:-</p> <ul style="list-style-type: none"> 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 b) There are no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave 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. 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. 	<p>Full powers subject to the following conditions:-</p> <ul style="list-style-type: none"> 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 b) There are no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave 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 d) The engagement of substitute will be made in accordance with the instructions issued by the Hqrs. from time to time.

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/20	<p>To engage part-time Sweeper/ Scavengers/ Water Carriers.</p> <p>i) Divisional Offices, Branch Offices.</p> <p>ii) Pay Offices/ Inspection Offices / MR Offices situated in independent hired buildings.</p>	<p>Full powers subject to the condition that part-time Sweeper/Scavengers Water Carrier is engaged:-</p> <p>i) Upto Rs.1,000/- per month.</p> <p>ii) Upto Rs.350/- per month.</p> <p>NOTE: The above rates of remuneration are maximum. The Regional Directors should not allow these rates as a matter of rule or routine unless they are satisfied with reference to the locally prevalent rates, needs, area of the premises etc.</p>		
A/21	<p>To engage part-time Mali for Regional Office/SRO/Divisional Office Building/ ESIC Residential Complex.</p>	<p>Up to Rs.1000/- (Rupees one thousand only) p.m. in consultation with Fin. & A/Cs and in accordance with the Headquarters instructions on the subject in case of Buildings where maintenance of Lawns is not entrusted to PWD etc.</p> <p>Appointment/Selection of Mali shall be subject to the following conditions:-</p> <p>i) His name is sponsored by the Employment Exchange.</p>	<p>Up to Rs.1000/- (Rupees one thousand only) p.m. in consultation with Fin. & A/Cs and in accordance with the Headquarters instructions on the subject in case of Buildings where maintenance of Lawns is not entrusted to PWD etc.</p> <p>Appointment/Selection of Mali shall be subject to the following conditions:-</p> <p>i) His name is sponsored by the Employment Exchange.</p>	

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.

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.

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 PAY AND ALLOWANCES				
B/1	To permit acceptance of Fee/ Honorarium from Govt./Semi Govt. Organisations.	Up to Rs.2500/- per employee per annum.	Up to Rs.2500/- per employee per annum.	
B/2	To grant subsistence allowance to an employee under suspension.	Full powers in respect of posts to which he is competent to make appointments. NOTE:- This power is not exercisable by the Director/ Jt. Director In-charge of SROs.		
B/3	Fixation of Pay.	Full powers in respect of all employees except Gr. 'A' & 'B' employees in accordance with the provisions of FR & SR.	Full powers in respect of Group 'C' & 'D' employees on promotion in accordance with the provision of FR & SR and in consultation with Fin. & A/Cs.	Full powers in respect of Group 'C' & 'D' employees on promotion in accordance with the provision of FR & SR and in consultation with Fin. & A/Cs.
B/4	To sanction Fixed Conveyance Allowance.	Full powers in respect of Ins. Inspectors in consultation with Fin. & A/Cs.	Full powers in respect of Ins. Inspectors in consultation with Fin. & A/Cs.	
B/5	To decide shortest or cheapest of the two or more routes.	Full powers	Full Powers	Full Powers
B/6	To permit mileage allowance by a route other than the shortest or cheapest.	Full powers in accordance with Headquarters instructions.		

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/7	To act as competent authority under S.R.35.	Full powers to the extent of allowing higher class of accommodation to Group 'D' employees required to accompany the Cashier as an escort as per Headquarters instructions.	Full powers to the extent of allowing higher class of accommodation to Group 'D' employees required to accompany the Cashier as an escort as per Headquarters instructions.	Full powers to the extent of allowing higher class of accommodation to Group 'D' employees required to accompany the Cashier as an escort as per Headquarters instructions.
B/8	To restrict the frequency and duration of journeys.	Full powers	Full powers	Full Powers in respect of Group C & D employees.
B/9	To extend the prescribed time limit on transfer within which the members of an employee's family may be treated as accompanying him and to allow the charges for transportation of personal effects.	Full powers in respect of all employees except Group 'A' employees.	Full powers in respect of Group C & D employees.	
B/10	To allow actual expenses for carriage of personal effects by road between stations connected by rail.	Full powers	Full powers	Full powers
B/11	To permit drawal of TA for a journey to attend departmental examination.	Full powers	Full powers	Full powers
B/12	To counter-sign TA bills of officers.	Full powers in respect of officers including his own, if the competent authority has approved the tour programme.	Full powers in respect of officers and employees up to the level of D.D. subject to the condition that the Competent Authority has approved the tour programme.	Full powers in respect of Group 'C' & 'D' employees subject to the condition that the competent authority has approved the Tour Programme.

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/13	To sanction reimbursement of actual conveyance charges to officers and employees	As per provisions contained in SRs.	As per provisions contained in SRs.	As per provision contained in SRs.
B/14	To permit calculation of joining time by a route other than that which travelers ordinarily use.	Full powers in consultation with Fin. & A/Cs.		
B/15	To allow Leave Travel Concession	Full powers including relaxation in accordance with guidelines by Hqrs.	Full powers up to Dy. Dir in accordance with Hqrs. guidelines where no relaxation of Rules is involved.	Full powers up to Group C and D employees in accordance with Hqrs. guidelines where no relaxation of Rules is involved.
B/16	To sanction payment of loss of wages to insured persons who are called upon to tender evidence in disciplinary cases against Corporation employees.	Full powers	Full powers	Full powers
B/17	To allow reimbursement of cancellation charges on unused railway/Air/Bus tickets to the employees of the Corporation as are reimbursable to the employees of the Central Govt.	Full powers including himself subject to the condition that the journey had to be cancelled solely due to the official reasons.	Full powers in respect of Group 'C' & 'D' employees except Air tickets subject to the condition that the journey had to be cancelled solely due to official reasons.	Full powers in respect of Group 'C' & 'D' employees except Air tickets subject to the condition that the journey had to be cancelled solely due to official reasons.
B/18	To sanction grant of honorarium to the employees deputed to take up the work of disbursement of cash benefits during the short absence of the Cashier due to leave, visit to Bank or	At the rate of Rs.10/- per day to an employee when the duty exceeds half-a-day subject to a maximum of amount equal to the special pay sanctioned for concerned Cashier, as per rules on the subject.	At the rate of Rs.10/- per day to an employee when the duty exceeds half-a-day subject to a maximum of amount equal to the special pay sanctioned for concerned Cashier, as per rules on the subject.	

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
	undue pressure of disbursement of cash benefit.			
B/19	To sanction payment of honorarium to Reporters/Stenos engaged for reporting in the meetings of the Regional Boards etc.	Full powers in accordance with the scale fixed for the purpose by the Hqrs.	Full powers in accordance with the scale fixed for the purpose by the Hqrs.	Full powers in accordance with the scale fixed for the purpose by the Hqrs.
B/20	(i) To approve text of the talks/lectures to be delivered by the officers and staff in the Region (ii) To permit acceptance of honorarium or fee.	Full powers. Up to Rs.1,000/- in each case.		
B/21	To sanction payment of honorarium for examination duty.	Full powers subject to instructions issued by Hqrs. from time to time.	Full powers subject to instructions issued by Hqrs. from time to time.	
B/22	To sanction payment of honorarium to officials and fee for Guest Lectures including Hindi Work shops	Full powers subject to the limits laid down by the Hqrs. office from time to time.	Full powers subject to the limits laid down by the Hqrs. office from time to time.	
B/23	Grant of conveyance allowance to handicapped employees.	Full powers in accordance with instructions issued by the Hqrs. and in consultation with Fin. & A/Cs.	Full powers in accordance with instructions issued by the Hqrs. and in consultation with Fin. & A/Cs.	
B/24	To sanction overtime allowance.	Full powers in accordance with the instructions from Hqrs. Office.		

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/25	To approve Overtime work on off days.	Full powers subject to quarterly report to Hqrs. Office.		
B/26	To sanction annual increment to all employees under him, other than Group 'A' & 'B' Officers.	Full powers	Full powers	Full powers
B/27	To act as Controlling Officer for himself.	<p>(a) For Regional Director To act as their own Controlling Officer for the purpose of T.A. and medical reimbursement claims subject to the conditions that in the cases where case of discretion is involved will be referred to Hqrs. Office.</p> <p>(b) For JD(V)/ JD(DE) / JD(F)/ DD(F)/DD(Trg.)/Recovery Officer To act as Controlling Officer for the purpose of countersigning TA/Medical reimbursement/HRA Bills and grant of TA advance subject to the condition that the tour programme is approved by the Controlling Officer.</p> <p>(C)To countersign TA claim, medical reimbursement bills and grant of TA advance in respect of all employees in the region including Medical Referee provided the tour programme of Medical Referee has been approved by the concerned RDMC.</p>		

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/28	To withhold increment other than as a penalty in respect of staff for which he is the appointing authority.	Full powers NOTE:- This power is not exercisable by the Director/ Jt. Director In-charge of SROs.		
B/29	To countersign as Controlling Officer, TA Bills of non-officials members of Local Committee /Regional Board / Retired employees /Officers called for evidence.	Full powers	Full powers in respect of retired employees, Store Officers called for evidence.	
B/30	To sanction reimbursement of medical examination fee to the employees on appointment in the service of the Corporation.	Full powers subject to the production of receipt by the claimant from the recognized hospital authority.	Full powers subject to the production of receipt by the claimant from the recognized hospital authority.	Full powers subject to the production of receipt by the claimant from the recognized hospital authority.
B/31	To sanction cycle allowance to Peons of Regional Office and S.R.Os.	Full powers @ Rs.30/- per month. i) That the Peons own their private cycles and do not use office cycle for any official purpose.	Full powers @ Rs.30/- per month. i) That the Peons own their private cycles and do not use office cycle for any official purpose.	Full powers @ Rs.30/- per month. i) That the Peons own their private cycles and do not use office cycle for any official purpose.

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) Cycle allowance is admissible to one Peon/Record Sorter-cum-Peon only in case no office cycle is issued to the office. iii) The number of allowance to Peons at Regional Office/SROs together with cycles in Regional Office/SROs does not exceed number of cycles prescribed by the Headquarters.	ii) Cycle allowance is admissible to one Peon/Record Sorter-cum-Peon only in case no office cycle is issued to the office. iii) The number of allowance to Peons at Regional Office/SROs together with cycles in Regional Office/SROs does not exceed number of cycles prescribed by the Headquarters.	ii) Cycle allowance is admissible to one Peon/Record Sorter-cum-Peon only provided no office cycle is issued to the office iii) The number of allowance to Peons at Regional Office together with cycles in Regional Office does not exceed number of cycles prescribed by the Headquarters.
B/32	To verify rent receipts in terms of Ministry of Finance O.M. dated 26.4.75 (circulated vide endorsement No.5(1)-4/74-E-II dated 7.6.75) and further instructions issued from time to time.	Full powers in respect of all Officers.	Full powers in respect of all Officers.	
B/33	To fix working hours of the Branch Offices and hours of payment of benefit claims to the insured persons in the region.	Full powers to be exercised; in consultation with the Regional Boards, Local Committee, Employers' and Employees' Organisations and subject to instructions of Hqrs. Office.	Full powers to be exercised; in consultation with the Regional Boards, Local Committee, Employers' and Employees' Organisations and subject to instructions of Hqrs. Office.	
B/34	To condone delay in submission of medical reimbursement claim.	Upto 6 months irrespective of the amount of claim.	Upto 3 months irrespective of the amount of claim.	

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/35	Relaxation of T.A. Rules to permit travel by a longer route / allowing travel by higher class of accommodation.	Full powers in respect of all employees except Group 'A'.		

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
C ADVANCES				
C/1	Sanction advance of one months' pay/TA on transfer/tour to an employee on transfer.	Full powers in respect of all employees in accordance with the provisions of G.F.R. 222 and 231. (i) For himself, ex-post-facto-approval of the competent authority is required. (ii) Sanction of advance to JD(F)/D.D(F) is subject to the condition that tour or transfer has been approved by the competent authority and intimation to F.C.	Full powers in respect of Group 'C' & 'D' employees in accordance with provisions of G.F.R 222 & 231 and that the competent authority has ordered the transfer/tour.	Full powers in respect of Group 'C' & 'D' employees in accordance with provisions of G.F.R 222 & 231 and that the competent authority has ordered the transfer/tour.
C/2	To sanction L.T.C. advance	Full Powers in respect of all employees. - For himself, ex-post-facto-approval of the competent authority is required.		
C/3	To grant advance for purchase of conveyance and to extend period for production of cash receipts.	Full powers for cycle and scooter advance subject to budget provision.	Full powers for cycle and scooter advance subject to budget provision.	Full powers to grant cycle advance only and subject to budget provision.
C/4	To sanction House Building Advance.	Full powers to authorize payment of advance sanctioned by Hqrs., in lump sum or first and subsequent installment(s) on satisfaction of conditions laid down for such payment in consultation with Fin. & A/Cs	Full powers to authorize payment of second and subsequent installment(s) of advance sanctioned by Hqrs., on satisfaction of conditions laid down for such payment in consultation with Fin. & A/Cs .	

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
C/5	To grant interest free advance of pay to Non-Gazetted employees affected by floods, cyclones and other natural calamities of exceptional severity.	Full powers subject to the instructions issued by Govt. of India and as per terms and conditions laid down in G.F.R. 248 and 252 .	Full powers subject to the instructions issued by Govt. of India and as per terms and conditions laid down in G.F.R. 248 and 252 .	
C/6	To sanction permanent advance for imprest.	Upto to Rs. 3000/- per Branch Office in his control in consultation with the Fin. & A/Cs in each case.	Upto to Rs.1000/- per Branch Office in his control in consultation with the Fin. & A/Cs in each case.	
C/7	To sanction advances for law suits where Corporation is a party.	i) Full powers upto Rs.1000/- in each case; above Rs.1000/- upto Rs.3000/- in consultation with the Fin. & A/Cs. ii) Quarterly report to Hqrs. Office for payments exceeding Rs.1000/-.	i) Full powers upto Rs.1000/- in each case; above Rs.1000/- upto Rs.3000/- in consultation with the Fin. & A/Cs. ii) Quarterly report to Hqrs. Office for payments exceeding Rs.500/-.	
C/8	Payments of advances against indents for the supply of forms, stationery and other articles and printing order placed with/through the Controller, printing and stationery D.G.S. & D or any other Central/State Govt. Agency.	Full powers to the extent of budget limit.	Full powers to the extent of budget limit.	Full powers to the extent of budget limit.
C/9	To sanction temporary advances for making payment of TA and DA etc. to the outside witnesses to the extent ordered by the Court.	Full powers	Full powers	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
C/10	To sanction advance from the Provident Funds to the employees of the Corporation.	<p>Temporary Advance</p> <p>Full Powers</p> <p>Non – refundable withdrawal</p> <p>Full powers in respect of staff and officers including self subject to the observance of the prescribed conditions and in consultation with Fin. & A/Cs.</p>	<p>(I) Temporary Advance</p> <p>Full powers in respect of Group 'C' & 'D' employees. In cases where special reasons are required in consultation with Finance and Accounts.</p> <p>(II) Non – refundable withdrawal.</p> <p>Full powers in respect of Group 'C' & 'D' employees subject to the observance of the prescribed conditions and in consultation with Fin. & A/Cs.</p>	<p>(I) Temporary Advance</p> <p>Full powers in respect of Group 'C' & 'D' employees. In cases where special reasons are required in consultation with Finance and Accounts.</p>
C/11	To sanction advance payments to private firms of repute for supply of stores including stationery and office equipments or for service and maintenance of various machines like air conditioners, computers, water coolers, typewriters etc.	<p>Upto Rs. 20,000/- in any one case subject to the following conditions:-</p> <p>i) Advance payments are made only in cases where it is considered absolutely necessary.</p> <p>ii) The advance payment is made on the basis of a valid expenditure sanctioned issued with the concurrence of competent authority.</p> <p>iii) The amount of advance payment against contract for supply of stores shall be restricted to 90% of the cost of stores which have either been dispatched or are being immediately sent. The</p>		

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
		<p>payment is to be made after inspection of stores regarding quality and against proof of contracts, the amount of advance should not exceed the amount payable in one year under the contract.</p> <p>iv) The firm should be well established and has reputation for fair dealing.</p> <p>v) Adequate safeguards are provided to ensure Corporation's interest and the competent authority concerned is fully satisfied on this account. If considered necessary, the firm may be required to execute an agreement stipulating the terms and conditions under which advance payment is being made particularly, where advance payment is proposed to be made without entering into a formal contract.</p> <p>vi) The officer drawing the money for making advance payment to suppliers of stores shall be responsible for its adjustment for which purpose he will send the detailed bill to the Fin. & A/Cs within a period of one month</p>		

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
		<p>from the date of withdrawal of advance.</p> <p>vii) A second advance shall not be drawn for making advance payment to the firm/supplier unless the earlier advance, if any, made to the same firm/supplier has been adjusted.</p> <p>viii) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on supplies or services in question would be debited.</p> <p>Note: The advance payment in cases not covered under the above delegation should be made with prior approval of the Headquarters Office, General Branch.</p>		
C/12	To sanction leave salary advance to all employees in the region including himself.	Full powers subject to the instructions issued by the Govt. of India.	Full powers in respect of Group C and D employees subject to the instructions issued by the Govt. of India from time to time.	Full powers in respect of Group C and D employees subject to the instructions issued by the Govt. of India from time to time
C/13	To sanction advance for purchase of stationary and office equipment(s)	Upto Rs.5,000/- in emergency cases.	Upto Rs.1,000/- in emergency cases.	

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
C/14	To sanction an advance to Group 'D' employees for the purchase of Table Fan.	Full powers subject to the instructions issued by the Hqrs. from time to time.	Full powers subject to the instructions issued by the Hqrs. from time to time.	Full powers subject to the instructions issued by the Hqrs. from time to time.
C/15	To sanction advance for medical treatment.	Full powers subject to the condition that the payment is made directly to authorised medical institution and on the satisfaction of the competent authority about the assessment of the expenditure based on proforma bills from that authorised institution. Further, the undertaking will be taken from the employee to produce the final bill within a month of the discharge from the hospital, failing which order recovery of advance may be made from his pay.		
C/16	To sanction grant of advance of pay on the eve of important festivals.	Full powers in respect of Group C and D employees, subject to such limits and conditions as laid down in the Govt. of India Instructions as adopted by the Corporation.	Full powers in respect of Group C and D employees, subject to such limits and conditions as laid down in the Govt. of India Instructions as adopted by the Corporation.	Full powers in respect of Group C and D employees, subject to such limits and conditions as laid down in the Govt. of India Instructions as adopted by the Corporation.

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
D CONTINGENT EXPENDITURE				
D/1	Purchase of Forms and General articles.	Full powers if purchased through Government Departments. In other cases subject to the following limits:- Grade A region – Rs. 30,000 at a time. Other Regions – Rs. 20,000 at a time. - Subject to budget provision and in Consultation with Finance & Accounts.	Full powers if purchase through Government Departments. In other cases upto Rs. 10,000 at a time subject to budget provision and in consultation with Fin. & A/Cs.	
D/2	Purchase of stationery.	Full powers in consultation with Fin. & A/Cs subject to budget provision.	Up to Rs.5000/- at a time subject to budget provision, in consultation with Fin. & A/Cs.	
D/3	To sanction expenditure on printing of forms.	Up to the limits as under :- Grade A Regions – Rs. 15.00 lakhs Other Regions – Rs. 10.00 lakhs At a time, subject to budget limit and prescribed procedure.		

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
D/4	Hiring of accommodation/ property on lease/rent and renewal of tenancy.	<p>Class of cities Amount in each Case</p> <hr/> <p>1. A-1 upto Rs.20000/- 2. A upto Rs.15000/- 3. B-I/B-II upto Rs.12000/- 4. C & others upto Rs. 8000/-</p> <p>- in consultation with Fin. & A/cs.</p> <p>NOTE</p> <p>a) The suitability should be decided by a committee which should necessarily consist of an officer from Accounts and a member of Regional Board / Local Committee</p> <p>b) The rent fixed should be with reference to area approved as per norms as far as possible.</p> <p>c) Lease Deed Agreement should be signed for a maximum period of 5 years in the prescribed proforma.</p> <p><u>For Renewal of tenancy/lease.</u></p> <p>Full powers upto the enhancement of rent to the extent of 10% of existing rent.</p> <p>It should not exceed the provisions laid down in the Rent Control Act of the State Government concerned.</p>		

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
		<p>Lease Deed Agreement should be signed for a minimum period of 3 years, in the prescribed Performa. For enhancement of rent of existing buildings.</p> <p>Class of cities Amount in each case</p> <p>1. A-1 upto Rs.10000/- 2. A upto Rs.7500/- 3. B-I/B-II upto Rs.6000/- 4. C & others upto Rs.4000/-</p> <p>- in consultation with Fin. & A/cs. Note: These powers are the maximum and should be exercised after satisfying about the necessity in enhancement of rent and subject to the condition that land-lord does also repairs and maintenance and provide basic amenities. The enhancement should be considered after the expiry of Lease-Deed already executed.</p> <p>Classification of cities mentioned above is as per H.R.A.</p>		
D/5	To sanction telephone connections	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
D/6	To sanction payment of taxes of local bodies	i) Full powers in respect of periodical payments. ii) When there is a change in assessment, in consultation with Fin. & A/cs.	Full powers in respect of periodical payments.	Full powers in respect of periodical payments and subject to the condition that the bills do not include any penalty etc.
D/7	To sanction expenditure on ad-hoc/patty purchase of forms, stationery, rubber stamp, office equipments etc. and miscellaneous expenditure not covered by other delegations in emergency cases.	Recurring: Upto Rs.2,500/- for each occasion. Non-Recurring: Upto Rs.5,000/- for each item.	Recurring: Up to Rs.1000/- for each occasion. Non- Recurring : Up to Rs.2,000/- for each item.	Recurring: Up to Rs.250/- for each occasion. Non- Recurring : Up to Rs.500/- for each item.
D/8	To sanction investigation of time barred claims.	Full powers in respect of all claims except medical reimbursement claims up to 6 years old including those of employees for whom he is the appointing authority.		
D/9	To sanction Expenditure on publication of notification in the Government of India Gazette/State Gazette.	Full powers.	Full powers	Full powers.
D/10	i) To sanction advance and expenditure for annual repair and maintenance of the buildings owned by the Corporation on plinth areas basis as per CPWD norms/rates as approved by ESIC from time to time.	Full powers in consultation with Fin. and Accounts Br.		

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) To sanction advance and expenditure on running/main-tenance of ACs/Lifts/DG Sets/ Tubewells/ Sub stations/ Pumps etc. not covered under the plinth area norms.	Full powers in consultation with Finance & Accounts. Note :- i) First installment of the advance shall be based on previous year's sanctioned estimate or actual expenditure (if available), whichever is less and shall be made in consultation with Fin. & A/Cs. Branch. ii) Estimates in respect of service/ installations other than Plinth area rates shall be sanctioned on the basis of actual requirements as per local assessment.		
D/11	To sanction and release of funds for the construction of compound wall.	Full powers subject to intimation to Hqrs. Office.		
D/12	Sanction of Special Repairs of RO/SRO/Divisional Office/Branch Office Buildings. Hospitals, Dispensaries, Staff quarters and other buildings owned by the Corporation.	Upto Rs.6 lakhs at a time for each building in consultation with Fin. & A/cs as per instructions issued by Hqrs. Office from time to time.		

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
D/13	To sanction expenditure on annual repair & maintenance of SRO/Divisional Office/Branch Office Buildings hired by Corporation.	Upto Rs.50,000/- in respect of SRO building and Rs.15,000/- for Divisional Office/Branch Office building per annum subject to verification of estimates by Regional Executive Engineer/Astt. Engineer.		
D/14	To sanction expenditure on the Joint measurement charges in respect of plots of land purchased/acquired by the Corporation.	Full powers, provided the charges are in accordance with the scheduled rates prescribed by the State Government.		
D/15	To execute contracts for the acquisition/purchase of property.	Full powers subject to the conditions that:- i) The property has been acquired through the Land Acquisition Officer, State Govt. or a Local Authority such as Improvement Trust, Development Board, Municipal Corporation; and ii) The acquisition of property is approved and the expenditure sanctioned by the Director General in advance.		
D/16	To execute lease deeds in respect of buildings taken on hire by the Corporation.	Full powers subject to the following conditions:- i) The deeds to be executed in such forms as have been or may be prescribed by the Hqrs. Office. ii) The terms of each deed to be executed and the rent of each building is approved in advance by the competent authority.		

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
D/17	<p>To execute contracts and assurance of property on behalf of the Corporation in respect of the following: -</p> <p>a) All the contracts and instruments relating to purchase, supply and conveyance or carriage of materials, stores machinery.</p> <p>b) Security Bonds for due performance and completion or works and contracts.</p> <p>c) All instruments connected with the re-conveyance of property given as security.</p> <p>d) All contracts and instruments relating to disposal of surplus obsolete and waste stores belonging to the ESI Corporation.</p> <p>e) All instruments relating to execution of works of all kinds connected with the additions and alterations of buildings, electric and sanitary installations belonging to the Employees' State Insurance Corporation.</p>	<p>Full powers subject to the conditions that:-</p> <p>i) Where the connected expenditure sanction requires the approval of higher authority, this is duly obtained prior to the signing of the agreement, contract etc. ; and that</p> <p>ii) The official seal of the Corporation on the contract agreement, and other instruments executed on behalf of the Employees' State Insurance Corporation shall be affixed in the presence of the officer, executing the aforesaid contract, agreement or other instrument.</p>	<p>a) Full powers subject to the condition that prior sanction of the competent authority is obtained for the connected expenditure and the terms & conditions of the contract.</p> <p>b) NIL</p> <p>c) NIL</p> <p>d) NIL</p> <p>e) NIL</p>	

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
D/18	To sanction and payment of lease rent in respect of land purchased on lease for construction of ESI Projects.	Full powers after first lease premium i.e. for subsequent premium in accordance with terms and conditions of purchase.		
D/19	To sanction payment of land revenue in respect of lands owned by the Corporation.	Full powers		
D/20	To incur any residual or unforeseen expenditure connected with the acquisition /purchase of land and buildings for office of the Corporation sanction of which has already been conveyed by Hqrs.	Full powers if ordered by Headquarters office. In consultation with Fin. & A/Cs upto Rs.1,000/- in each case.		
D/21	To sanction grant- in- aid to Recognized Recreation Clubs.	Full powers subject to budget provision in accordance with Headquarters instructions in consultation with Fin. & A/Cs concerned.		
D/22	To sanction expenditure on tea/coffee and light refreshment, including cold drinks etc in connection with the official meeting of Regional Board/Local Committee/Sub-Committee and bona-fide meeting with service association, Staff union/Councils, employers and inter departmental meetings.	<u>Regional Board</u> Upto ceiling of Rs.25 per head, limit to Rs.5000/- on each occasion. <u>Local Committee</u> Upto ceiling of Rs.15 per head, limited to Rs.1,000/- on each occasion.' <u>Other formal meetings</u> Upto ceiling of Rs.15/- per head per meeting. <u>Other occasions including visitors</u> Upto Rs.5000/- per annum.	<u>Formal meetings</u> Upto ceiling of Rs.10/- per head per meeting. <u>Other occasions including visitor</u> Upto Rs.1500/- per annum.	

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
D/23	To sanction expenditure on inauguration / Foundation stones ceremony.	Up to Rs.10,000/- for R.O. and up to Rs.5,000/- for other occasions. The expenditure should be incurred where it is considered to be absolutely essential.		
D/24	To incur expenditure on publicity	Full powers within budget provisions in accordance with guide lines from Hqrs.	Upto Rs.2000/- per annum in accordance with guidelines from Hqrs.	
D/25	To sanction and payment of Lawyers fees.	Approved Panel – Full powers as per scheduled rate of Ministry of Law, Justice & Company Affairs fee structure. For Advocates other than Panel Advocates – High Court – Upto Rs. 10,000 per case CAT – Upto Rs. 7,500 per case EI& Other Courts – Upto Rs. 2,500 per case – in consultation with Fin. & A/cs.	Approved Panel - Full powers as per scheduled rates of Ministry of Law, Justice and Company Affairs' fee structure.	
D/26	To sanction write off of loses to theft, fraud and negligence etc.	Gr. A Regions– upto Rs.5000/-. Other – upto Rs.3000/- - in consultation with Fin. & A/cs.		
D/27	To dispose of unserviceable stores and perishable articles etc.	Full powers in accordance with prescribed instructions and in consultation with Fin. & A/cs.	Upto Rs.2000/- at a time subject to ceiling of Rs.10000/- in a year subject to prescribed instructions and in consultation with Fin. & A/cs.	
D/28	To sanction expenditure on the servicing/ repair/maintenance and replacement of parts of steel equipment, furniture and other office equipments/general articles.	i) Full powers upto Rs. 1000 as per instructions. ii) If the amount exceeds Rs. 1000, in consultation with Fin. & A/cs. - Subject to the conditions that the total expenditure on repair and maintenance does not exceed 2/3 rd of the present price of machine it its life time.	i) Full powers upto Rs. 1000 as per instructions. ii) If the amount exceeds Rs. 1000, in consultation with Fin. & A/cs. - Subject to the conditions that the total expenditure on repair and maintenance does not exceed 2/3 rd of the present price of machine it its life time.	

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
D/29	Engagement of policy for safe custody of cash whenever the cash carrying is Rs. 100,000/- or more and to pay charges for the same to the police authorities.	Full powers subject to instructions issued by Hqrs. Office.	Full powers subject to instruction issued by Hqrs.	Full powers subject to instruction issued by Hqrs.
D/30	To sanction expenditure for payment of premium on collective fidelity Guarantee Policy.	Full powers in consultation with the Fin. & A/Cs concerned and subject to the instructions issued by the Headquarters Office from time to time.	Full powers in consultation with the Fin. & A/Cs concerned and subject to the instructions issued by the Headquarters Office from time to time.	Full powers in consultation with the Fin. & A/Cs concerned and subject to the instructions issued by the Headquarters Office in this regard.
D/31	To invite and conclude acceptance of tenders.	Full powers to be exercised in accordance with instructions issued from Hqrs. Office and subject to the conditions that acceptance of tenders is concluded only after the competent authority has actually sanctioned the expenditure for which the tenders were invited.		
D/32	To sanction expenditure for purchase of: (i) Official publications, periodicals and newspapers etc. for office use and Library. (ii) Office equipment, stores, typewriters, fans, furnitures, books, periodicals, publications (non-official), cycles, liveries and other general articles etc.	Full powers Full powers in consultation with Finance & Accounts subject to availability of budget and after following the prescribed procedure and as per the scales and designs etc. laid down by the instructions issued from time to time.	Full powers Full powers in consultation with Finance & Accounts subject to availability of budget and after following the prescribed procedure and as per the scales and designs etc. laid down by the instructions issued from time to time.	

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
D/33	To approve inter-regional tour programme of Corporation employees in his region in connection with:- i) Giving evidence etc. in various court cases in which Corporation is a party and for ii) Attending training courses at Hqrs. Office and in other regions. iii) Giving evidence in the disciplinary cases against the employees. iv) In connection with Sports meet.	Full powers	Full powers	
D/34	To write off the loss arising out of exchange of torn/soiled notes by the RBI.	Up to Rs. 500/- at a time.		
D/35	Changes of holidays	Full powers subject to report to the Hqrs. Office.		
D/36	Cost of court fee stamps.	Full powers subject to report to the Hqrs. Office.	Full powers subject to report to the Hqrs. Office.	Full powers subject to report to the Hqrs. Office within budget provision.
D/37	To accept, on behalf of the Corporation, Security Bonds (Fidelity Bonds deposited as security) furnished by the employees of the Corporation.	Full powers in respect of Cashiers etc. of Regional Office and Branch Offices.	Full powers in respect of Cashiers etc. of Regional Office and Branch Offices.	

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
D/38	To enter into contracts on behalf of the Corporation for the purchase of Stationery, furniture, equipments and other stores, printing of forms etc.	As per Delegation of Powers.	Full powers subject to the condition that prior sanction of competent authority is obtained for the expenditure and the terms and conditions of the contract.	Up to Rs.500/- subject to the condition that prior sanction of competent authority is obtained for the expenditure and the terms and conditions of the contract.
D/39	To sanction reimbursement of insurance premium to an employee or of the F.D. Policy furnished by him for handling Corporation money.	Full Powers subject to the following conditions:- i) Ordinarily a security of Rs.3,000/- should be obtained from a Cashier unless a higher security is fixed in any case. For a security up to Rs.3,000/- no portion of the premium paid by the Cashier is reimbursable. For a security in excess of Rs.3,000/- reimbursement of premium may be made on the basis of the premium receipt issued by the Insurance Company in favour of the person concerned. ii) To a Cashier officiating in a leave vacancy or regular vacancy, reimbursement being made to such extent as fixed by the Hqrs.	Full Powers subject to the following conditions:- i) Ordinarily a security of Rs.3,000/- should be obtained from a Cashier unless a higher security is fixed in any case. For a security up to Rs.3,000/- no portion of the premium paid by the Cashier is reimbursable. For a security in excess of Rs.3,000/- reimbursement of premium may be made on the basis of the premium receipt issued by the Insurance Company in favour of the person concerned. ii) To a Cashier officiating in a leave vacancy or regular vacancy, reimbursement being made to such extent as fixed by the Hqrs.	Full Powers subject to the following conditions:- Ordinarily a security of Rs.3,000/- should be obtained from a Cashier unless a higher security is fixed in any case. For a security up to Rs.3,000/- no portion of the premium paid by the Cashier is reimbursable. For a security in excess of Rs.3,000/- reimbursement of premium may be made on the basis of the premium receipt issued by the Insurance Company in favour of the person concerned.
D/40	To sanction expenditure in compliance with an order by a duly constituted Court.	Full powers	Full powers subject to quarterly report to RD for payments exceeding Rs.500/-.	Full powers subject to quarterly report to RD for payments exceeding Rs.300/-.

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
D/41	To declare unserviceable and write off such articles which have outlived their life and which he/she is empowered to purchase with in his/her own powers.	Full powers in consultation with the Fin. & A/Cs.	Full powers in consultation with the Fin. & A/Cs.	
D/42	To sanction expenditure for repairs and replacement of medical equipments of Medical Referees.	Full powers up to Rs. 1,000/- per Medical Referee per year.	Up to Rs.500/- per annum per Medical Referee.	
D/43	To sanction expenditure on water, electricity and Telephone call charges (including shifting, installation and trunk call charges).	Full powers subject to quarterly reporting of phone charges to Hqrs.	Full powers (except trunk call charges) subject to quarterly reporting of phone charges to Hqrs. Trunk calls up to Rs.100/- for each call, which was official and permitted by R.D. subject to reporting to Hqrs. quarterly.	Full powers (except shifting, installation and trunk call charges) subject to quarterly reporting of telephone charges to Hqrs. (General. Branch).
D/44	Sanction of expenditure:- On road, taxes, insurance, premium. On purchase of petrol, mobile oil etc. for staff cars and delivery vans.	Full powers	Full powers	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
D/45	To sanction "Grant-in-aid" as admissible to the recognized Benevolent Fund.	Full powers subject to the condition that the first grant in aid to the Benevolent Fund is sanctioned by the Hqrs. The grant-in-aid may be sanctioned subject to the budget provisions and instructions/ orders issued in this regard from time to time. These powers may be exercised in consultation with Fin. & A/Cs concerned.		
D/46	To sanction expenditure on servicing, repairs, replacements of parts, renewals etc. of staff car and delivery vans. Subject to Hqrs. instructions.	Full powers up to Rs.25,000/- per vehicle per annum. But single estimate exceeding Rs.2,000/- would be in consultation with Fin. & A/Cs and report to Headquarters.	<p>i) Full powers subject to quarterly reporting to Hqrs. of expenditure exceeding Rs.1000/- at a time on servicing of Staff cars and Delivery vans.</p> <p>ii) Full powers up to Rs.5,000/- per vehicle per annum. But single estimate exceeding Rs.500/- at a time, per vehicle would be in consultation with Fin. & A/Cs, subject to the condition that repairs/ replacement of parts does not exceed 2/3rd value of the staff car /delivery van with reference to the present cost i.e. cost prevailing at the time of repairs, and report to Headquarters.</p>	

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
D/47	Sanction of "Grant-in aid" to Resident Welfare Association.	For Group 'A' & 'B' employees Equal to the subscription raised in the previous year. For Group 'C' employees Double the amount of subscription raised in the previous year. For Group 'D' employees Three times the amount of subscription raised in the previous year. Subject to maximum Rs.3,000/- only. NOTE: These powers may be exercised in consultation with Fin. & A/Cs.		
D/48	To grant extension of delivery period for completion of contracts.	Full powers in respect of contracts, which he has entered into.		
D/49	To sanction to waive penalty on electric, water, telephone, municipal charges bills etc.	Full powers up to Rs.500/- in each case. More than Rs. 500/- subject to reporting to Hqrs. alongwith action taken as per instructions.		
D/50	To sanction expenditure on photographs required for Identity Cards or for service books of the employees.	Up to Rs.30/- in each case.	Up to Rs.30/- in each case.	Up to Rs.30/- in each case
D/51	To sanction legal charges registration fees, stamp fee, measurement fee etc. incidental to purchase/acquisition of property.	Up to Rs.10,000/- at a time.		

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
D/52	To sanction incidental court expenses.	Up to Rs.1000/- in each case at a time.	Up to Rs.500/- in each case at a time.	Up to Rs.300/- in each case at a time.
D/53	To sanction fees for the Appellate Medical Board.	Full powers up to amount fixed by State Government subject to quarterly reporting to Hqrs.	Full powers up to amount fixed by State Government subject to quarterly reporting to Hqrs.	Full powers up to amount fixed by State Government subject to quarterly reporting to Hqrs.
D/54	To sanction expenditure for purchase of miscellaneous articles required by the Medical Board.	Upto Rs.500/- at a time		
D/55	To sanction expenditure for purchase of stethoscope, Thermometer, BP apparatus to MR/PTMR as per Hqrs. norms.	Full powers in consultation with Fin. & A/Cs. subject to budget provision.	Upto Rs.1000/- per annum per M.R.	Upto Rs.1000/- per annum per M.R.
D/56	To sanction hot and cold weather charges	Full powers subject to the rates prescribed by the local authorities and State govt. concerned.	Up to Rs.1000/- at a time.	Up to Rs.1000/- at a time.

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
D/57	To sanction expenditure on freight/ demurrage charges.	<p>Freight:</p> <p>i) Full powers where the mode of transport is goods train.</p> <p>ii) Full powers subject to quarterly reporting to Hqrs. of expenditure exceeding Rs.750/- in each case.</p> <p>Demurrage:</p> <p>Full powers subject to report to Hqrs. expenditure exceeding Rs.500/- in each case.</p>	<p>Freight:</p> <p>i. Full powers where the mode of transport is goods train.</p> <p>ii. Full powers subject to quarterly reporting to Hqrs. of expenditure exceeding Rs.500/- in each case.</p>	<p>Freight:</p> <p>i. Full powers where the mode of transport is goods train.</p> <p>ii. Full powers subject to quarterly reporting to Hqrs. of expenditure exceeding Rs.500/- in each case.</p>
D/58	To sanction expenditure on hiring of furniture.	Up to Rs.3,000/- in a financial year.		
D/59	To sanction expenditure on binding of Declaration Forms/Register/Other records requiring binding etc	Full powers.	Upto Rs.2000/-at a time.	Up to Rs.1,000/-at a time per Branch Office.
D/60	To insure offices of Corporation against theft, burglary and fire.	Full powers	Full powers	
D/61	To execute contracts and assurance of property including acceptance of Agreement Bonds and Surety Bonds on the stamp papers of appropriate value executed by the employees in connection with the grant of HBA on behalf of the D.G., ESSIC in respect of the following:	Full powers subject to the condition that where the connected expenditure sanction requires the approval of the higher authority, this is duly obtained prior to the signing of the agreements, contracts etc. and that the official seal of the Corporation on the contracts, agreements and other instruments executed on behalf of the ESIC shall be affixed in the presence of the Officers executing the aforesaid documents.		

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
	<p>i) Surety/security and agreement bonds on stamp papers for due performance and completion of work and contracts including those pertaining to grant of HBA to the employees.</p> <p>ii) All instruments connected with the re-conveyance of property given as security including execution of re-conveyance deed on the stamp paper of appropriate value in connection with the grant and refund of HBA to the employees.</p>	<p>The powers will also cover the following items:-</p> <p>i) Approval, acceptance and custody of Surety/Security and Agreement Bonds and Promissory note for grant of HBA.</p> <p>ii) Approval, acceptance and custody of all instruments connected with the Mortgaging of property for which HBA is sanctioned.</p> <p>iii) Approval, acceptance and disposal of all instruments connected with the re-conveyance of property given as security including execution of re-conveyance deed on the stamp paper of appropriate value in connection with the grant and return of HBA to employees.</p> <p>iv) Sanctioning reimbursement of stamp duty, registration charges and cost of stamp paper as per approved schedule of rates for execution of instrument in connection with the grant of HBA subject to rules and instructions in force on the subject.</p>		

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
D/62	To sanction expenditure on hiring of taxies/lorries etc. for transportation of office equipment, record etc. and for revenue recovery purpose.	Up to Rs.1000/- on each occasion when taxies are certified as having been engaged on ground of urgency and economic satisfaction after following the prescribed procedure and in consultation with Fin. & A/cs.	Up to Rs.500/- on each occasion when taxies are certified as having been engaged on ground of urgency and economic satisfaction after following the prescribed procedure and in consultation with Fin. & A/cs.	Up to Rs. 300/- on each occasion when taxies are certified as having been engaged on ground of urgency and economic satisfaction after following the prescribed procedure and in consultation with Fin. & A/cs.
D/63	To purchase postage stamps and make deposits for loading franking machines.	Full powers	For purchase of postage stamps Upto Rs.2000/- at a time subject to total stock of Rs.3000/- For Loading of franking machine. Full powers subject to instructions issued by Hqrs. from time to time.	i) For purchase of postage stamps Upto Rs.2000/- at a time subject to total stock of Rs.3000/- ii) For Loading of franking machine. Full powers subject to instructions issued by Hqrs. from time to time.
D/64	To sanction expenditure for celebration on Republic Day and Independence Day.	- Up to Rs.2000/- in respect of Gr. A Regions. - Upto Rs.1000/- in respect of Gr. B Regions and Sub Regions. - On each celebration.		
D/65	To sanction expenditure on advertisement charges.	a) Full powers through D.A.V.P. b) Full powers in case of DAVP rates. c) Up to Rs.10,000/- at a time in respect of each advertisement through other agencies, in consultation with Fin. & A/Cs.	Full powers through D.A.V.P. Up to Rs.5000/- at a time in respect of each advertisement through other agencies, in consultation with Fin. & A/Cs.	a) Full powers through DAVP. b) Up to Rs.3000/- in each case through other agencies in consultation with Fin. & A/Cs. provided the advertisement has the approval of the Regional Director.

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
D/66	To incur expenditure for taking photos for publicity and for buying copies for office use.	Full powers	Up to Rs.100/- at a time.	Up to Rs.75/- at a time, provided that proposal has been approved by the R.D.
D/67	To sanction expenditure on account of payment of fees to members of Medical Board.	Full powers subject to the schedule of rate of fees fixed by the Hqrs. Office from time to time.	Full powers subject to the schedule of rate of fees fixed by the Hqrs. Office from time to time.	Full powers subject to the schedule of rate of fees fixed by the Hqrs. Office from time to time.
D/68	To grant honorarium to officers/ officials/non officials	Full Powers in accordance with Hqrs. instructions.		
D/69	To pass for payment personal claims (bills) of the RD when the DD(F) is on leave and the RD performs the duties of DD(F).			Full powers subject to the condition that bills are passed provisionally by keeping the amount under objection and finalised by the regular DD(F) in the usual manner on return from leave/tour.
D/70	To act as custodian of stores in respect of Regional Office and to give certificate on the bills.			Full powers to B.O. concerned.
D/71	To countersign the bills in respect of 'Grant-in-aid' sanctioned by the competent authority.			Full powers subject to the fulfillment of the conditions prescribed in the GFR. It should also be ensured that the payment of Grant-in-aid is not made in excess of the requirement.

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
E MISCELLANEOUS				
E/1	To weed out records in accordance with the instructions and Record Retention schedule issued by Hqrs.	Full powers	Full powers	
E/2	To order for periodical verification of stores	Full powers	Full Powers	
E/3	<p>To condone the following types of irregularities:</p> <p>a) Mixing private money with corporation fund.</p> <p>b) Utilization for other purposes of advances sanctioned for a particular purpose.</p> <p>c) Wrong classification in the Cash Book</p> <p>d) Delay in posting of Challans/ cheques.</p> <p>e) Delay not more than two working days in deposit of money into the bank</p> <p>f) Inter-office transfer of funds in Account No.2 in the Region.</p> <p>g) Non-recording/ irregular recording of certificates in Cash Book and other records.</p>	<p>Full powers in consultation with the Fin. & A/Cs.</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p>		

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
E/4	To file cases before Courts/Tribunals.	Full powers subject to the instruction issued by the Hqrs. office from time to time.		
E/5	To authorize the Jt. Director/Senior most Dy. Director/Asstt. Director in the Region to exercise powers of the Regional. Director during his absence on tour/leave in cases, which can not wait and/or otherwise, covered in the rules.	Full powers subject to the ex-post facto approval where necessary.		
E/6	To condone irregularities in postage/ postage expenditure.	<p>Upto Rs.50/- per case and a maximum of Rs.300/- in a financial year in consultation with the Finance & Accounts concerned and subject to the conditions:-</p> <p>i) There is a bonafide mistake.</p> <p>ii) Where it is observed that the official concerned is responsible for the loss of postage; such losses should be made good by him as hithertofore.</p> <p>iii) Cases of misappropriation will not be covered under this delegation.</p>	<p>Upto Rs.30/- per case and a maximum of Rs.200/- in a financial year in consultation with the Finance & Accounts concerned and subject to the conditions:-</p> <p>i) There is a bonafide mistake.</p> <p>ii) Where it is observed that the official concerned is responsible for the loss of postage; such losses should be made good by him as hithertofore.</p> <p>iii) Cases of misappropriation will not be covered under this delegation.</p>	<p>Upto Rs.20/- per case and a maximum of Rs.100/- in a financial year in consultation with the Finance and Accounts concerned and subject to the conditions:-</p> <p>i) There is a bonafide mistake.</p> <p>ii) Where it is observed that the official concerned is responsible for the loss of postage such losses should be made good by him as hithertofore.</p> <p>iii) Cases of misappropriation will not be covered under this delegation.</p>

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
E/7	To exercise the powers as Director of Estates.	Full powers to exercise all the provisions of Allotment rules under SR-317-B-1 to SR-317-b-23 subject to the conditions prescribed therein and further instructions, if any, issued by the Hqrs. Office from time to time.		
E/8	To condone irregularity due to non-accounting of Corporation's money in Cash Book Account No.1.	Upto Rs.100/- on a particular date after thorough investigation and recording the reasons justifying the irregularity in consultation with Fin. & A/Cs.		
E/9	Physical verification of Service Book and record certificates to this effect.	Full powers	Full powers	Full powers
E/10	To declare unserviceable such articles which have not outlived their life and to which Regional Director is empowered to purchase within his own powers.	Full powers in consultation with Fin. & A/Cs concerned subject to the following conditions:- i) The item has become unserviceable due to normal wear and tear and it is beyond reasonable repairs. ii) The cost price of the item is not exceeding Rs.500/- iii) The item in question is physically verified by the DD(F) concerned and the Regional Director.		

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
E/11	<p>To condone irregularities of the following kinds of audit objections:-</p> <p>i. M.o. acknowledgements not produced for audit.</p> <p>ii. Non receipt of Form 10 (earlier form 28)</p> <p>iii. In-adequate issue of Form-10 (earlier Form 28).</p>	<p>Full powers</p> <p>Where money order Acknowledgements are not received subject to the confirmation of the delivery by the postal authority and insured person has not claimed benefit within a year and in consultation with Fin. & A/cs.</p> <p>It may be condoned after having fully satisfied the reasons of non receipt.</p> <p>It may be condoned when it is satisfied that due to unavoidable circumstances the requisite number of forms could not be issued.</p>	<p>Full powers</p> <p>Where money order Acknowledgements are not received subject to the confirmation of the delivery by the postal authority and insured person has not claimed benefit within a year and in consultation with Fin. & A/cs.</p> <p>It may be condoned after having fully satisfied the reasons of non receipt.</p> <p>It may be condoned when it is satisfied that due to unavoidable circumstances the requisite number of forms could not be issued.</p>	<p>Full powers</p> <p>Where money order Acknowledgements are not Received subject to the confirmation of the delivery by the postal authority and insured person has not claimed benefit within a year and in consultation with Fin. & A/cs.</p>
E/12	<p>To write off expenditure on the spoilage of Money Order Forms.</p>	<p>Full powers</p>	<p>Up to one per cent of the total number of Money order used during the Financial year.</p>	<p>Up to one per cent of the total number of Money order used during the Financial year.</p>

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
I INSURANCE				
I/1	To sanction refund and adjustment of Contribution under ESIC (G) Regulation and Return of Contribution.	Full powers in consultation with the Fin. & A/Cs subject to quarterly reporting to Hqrs. of cases where the amounts exceeds Rs.10,000/- per employer at a time	Upto Rs.2,000/- per employer at a time in consultation with Fin. & A/cs.	
I/2	To write off of benefits (cash and medical) availed in excess of the contributions paid by the erroneously covered employees.	Full powers subject to the condition that cases in which the amount so written off exceeds Rs.5000/- are reported quarterly to the Hqrs.	Upto Rs.2000/-	
I/3	To sanction prosecution of cases under Section 84 & 85 of the ESI Act	Full powers subject to the instructions issued from time to time.	Full powers in the absence of R.D.	
I/4	To sanction enhanced sickness benefit beyond 7 days in case of vasectomy and beyond 21 days in case of tubectomy.	Full powers in consultation with SSMC/SMCs/Full Time Medical Referee.	Full powers in consultation with SSMC/SMCs/Full Time Medical Referee.	
I/5	To approve inter-regional tour programme of the Corporation employees who accompany the insured person as an escort to the artificial limb Centre Poona for the supply of artificial limbs.	Full powers	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
I/6	<p>Write off recovery of contributions, interest and damages under Rule 53.</p> <p>a) In respect of establishment or factory closed for more than 5 years and whereabouts not known despite all efforts.</p> <p>b) In respect of establishment or factory against whom decree obtained by the Corporation could not be executed successfully for want of sufficient assets of the defaulting employer.</p> <p>c) Claim for contribution is not fully made by</p> <p>i) The official liquidator in the event of factories/ Establishments having gone into liquidation; or</p> <p>ii) The Commissioner of payment in the event of unit being nationalized or taken over by the Government.</p>	<p>Upto Rs.30,000/- at a time in each case in consultation with Fin. & A/Cs in each case and report to Hqrs.</p> <p>Full powers in consultation with Fin. & A/Cs in each case.</p> <p>Full powers</p> <p>Full powers</p>		

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
1/7	To file appeal against decision of medical board medical appellate tribunal in cases relating to permanent disability.	Full powers subject to report to Hqrs. Office in respect of appeals to the High Court.	Full powers except of High Court in accordance with guidelines from Hqrs.	
1/8	To sanction calculation of benefit rates in the absence of contribution in cases of permanent disability, commutation and death.	Full powers subject to verification of wages from employer's records.	Full powers subject to verification of wages from employer's records.	Full powers subject to verification of wages from employer's records.
1/9	To waive recovery of excess payment.	Upto Rs.1,000/- in each case in consultation with Fin. & A/Cs and in accordance with guidelines from Hqrs. Office.	Upto Rs.500/- in each case in consultation with Fin. & A/Cs and in accordance with guidelines from Regional Office.	
1/10	To relax the prescribed period of 12 months from cessation of temporary disability benefit for reference to medical board for claiming permanent disability benefit.	Full powers	Upto a further period of 36 months in consultation with Medical Referee.	
1/11	To relax Regulation 88(iii) regarding production of certificate of confinement within 30 days for claiming maternity benefit.	Full powers	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
I/12	To condone irregularity in cases where payment docket had been lost or acquaintance of insured person was not taken.	Full powers subject to verification of facts by an Officer of the rank of Dy. Director and above in consultation with Finance & A/Cs.		
I/13	To sanction time-bared claims of insured employees.	Up to 6 years old claims.	Up to 3 years old claims.	
I/14	To accept medical certificates relating to a back period.	Up to 14 days.	Up to 7 days.	
I/15	Prosecutions under Section 86 of the ESI Act.	Full powers subject to instructions issued from Hqrs.	Full powers in the absence of R.D.	
I/16	To accept time-bared funeral expenses claims.	Full powers	To accept claims submitted late up to 2 years.	
I/17	Création of Inspection Zones on sanction of additional posts of I.Is or re-arranging the existing Inspection Zones.	Full powers subject to a submission of quarterly report to Regional Office of creation/re-arranging of existing Inspection Zones.		
I/18	To file appeal against decision of E.I Court in cases relating to permanent disability.	Full powers subject to local legal and medical opinion and guidelines, which may be issued by the Hqrs. Office.		
I/19	To sanction conveyance charges to insured persons for their transportation.	Full powers	Full powers	Full powers subject to maximum of Rs.100/- in each case.

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
I/20	To incur expenditure for obtaining police report in employment injury cases.	Full powers without any monetary ceiling.	Full powers without any monetary ceiling.	Full powers without any monetary limit.
I/21	To sanction payment of arrears in installments.	<p>Full powers to grant the installment facility for both Employers Contribution/ Employees Contribution and also for the payment of interest and damages on the following guidelines:-</p> <ul style="list-style-type: none"> i) The amount and number of Installment may be decided on merit of each case but the total number of monthly installments should not exceed 36 in any case. The employer should be required to furnish Bank guarantee for the timely payment of monthly installment. ii) The employer should undertake to pay the current dues of the Corporation within the prescribed time limits. iii) The installment facility should be treated as automatically cancelled, if the employer fails to pay monthly installment of arrears within the agreed time limit and current monthly contribution within the prescribed time limit. 		

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
1/22	To waive damages levied or leviable in each case as per Regulation 31-C of ESI (General) Regulations, 1950 in relation to a factory/ establishment declared sick and in respect of which a Rehabilitation Scheme has been sanctioned by the Board for Industrial and Financial Reconstruction.	i) RDs./ Director, Pune – Upto Rs.50,000/- in each case. ii) JD.I/C of SROs. – Upto Rs.20,000/- in each case.		

NOTE: Powers delegated to D.Ds/A.Ds would be exercised by the concerned B.Os

ANNEXURE-B

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II

COMBINED DELEGATIONS OF POWERS OF JOINT DIRECTOR IN-CHARGE OF DIVISIONAL OFFICE, BRANCH MANAGER GRADE I & GRADE II

A	ADMINISTRATION			
A/1	To act as 'Head of Office' in respect of the office of which he is incharge.	Full Powers	Full Powers	Full Powers
A/2	To grant leave	Upto 30 days in respect of Group 'C' and 'D' employees	Upto 30 days - provided no officiating arrangement is required	Upto 15 days - provided no officiating arrangement is required
A/3	To sanction encashment of leave to employees	Nil	Upto 15 days provided that the period of leave plus days of encashment does not exceed 30 days.	Nil
A/4	Medical Certificate of Fitness: i) To accept medical certificate signed by a registered medical practitioner in the case of Group 'C' & 'D' employees. ii) To accept medical certificate in the case of female employee signed by a female medical practitioner. iii) To require medical certificate of fitness before return from leave on medical certificate.	i) Upto 30 days. ii) Upto 30 days. iii) Upto 30 days.	i) Upto 30 days. ii) Upto 30 days. iii) Upto 30 days.	i) Upto 15 days. ii) Upto 15 days. iii) Upto 15 days.

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
A/5	To waive provision(s) to SR-209 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 employees for whom he is competent to grant leave.	Nil	Nil
A/6	To define the limits of an employee's sphere of duty.	Full Powers.	Nil	Nil
A/7	To engage a substitute in the leave vacancy of a Group 'D' employees and to pay his remuneration out of contingencies.	<p>Full powers subject to the following conditions:</p> <p>a) The absence is for more than 5 days due to remaining on Leave other than C.L.;</p> <p>b) There are no leave reserve Record Sorters/Record Sorter-cum-Peons/Peons sanctioned for the office from which the official proceeds on leave;</p> <p>c) The substitute arrangement is made on daily wages for the periods upto and including 45 days on rates approved by the Local Municipalities/State Govt. for that category of staff; and in accordance with the instructions issued by the Hqrs. Office from time to time.</p>	<p>Full powers subject to the following conditions:</p> <p>a) The absence is for more than 5 days due to remaining on Leave other than C.L.;</p> <p>b) There are no leave reserve Record Sorters/Record Sorter-cum-Peons/Peons sanctioned for the office from which the official proceeds on leave;</p> <p>c) The substitute arrangement is made on daily wages for the periods upto and including 45 days on rates approved by the Local Municipalities/State Govt. for that category of staff; and in accordance with the instructions issued</p>	<p>Full powers subject to the following conditions:</p> <p>a) The absence is for more than 5 days due to remaining on Leave other than C.L.;</p> <p>b) There are no leave reserve Record Sorters/Record Sorter-cum-Peons/Peons sanctioned for the office from which the official proceeds on leave;</p> <p>c) The substitute arrangement is made on daily wages for the periods upto and including 45 days on rates approved by the Local Municipalities/State Govt. for that category of staff; and in accordance with the instructions issued by the Hqrs. Office from time to</p>

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
			by the Hqrs. Office from time to time.	time.
A/8	To engage part time Sweeper/Scavengers/Water carriers for:	Full powers upto Rs. 750/- per month. NOTE: The above rates of remuneration are maximum. The Jt. Directors should not allow these rates as a matter of rule or routine unless they are satisfied with reference to the locally prevalent rates, needs, area of the premises etc.	Full powers subject to the conditions that part time Sweeper/Scavenger/Water Carrier is engaged at the remuneration not exceeding Rs. 500/- per month for Branch Office and Rs. 250/- per month for Pay Offices. The above rates of remuneration are maximum. The Branch Manager should not allow these rates as a matter of rules or routine unless he is satisfied with reference to locally prevalent rates, needs, area of the premises etc.	Full powers subject to the conditions that part time Sweeper/Scavenger/Water Carrier is engaged at the remuneration not exceeding Rs. 500/- per month for Branch Office and Rs. 250/- per month for Pay Offices. The above rates of remuneration are maximum. The Branch Manager should not allow these rates as a matter of rules or routine unless he is satisfied with reference to locally prevalent rates, needs, area of the premises etc.
A/9	To act as Drawing & Disbursing Officer	Nil	Full powers	Full powers
A/10	To appoint a substitute Peon temporarily on daily wages for a period not exceeding 10 days in a month in respect of Gr. I office and 5 days in a month in respect of Gr. II office.	Nil	Full powers subject to following conditions: 1. During the period of visit of an audit party, the Record Sorter of the Branch Office is deputed to work with the audit party and the Peon of the Branch Office performs the duties of regular record Sorter. 2. The substitute	Full powers subject to following conditions: 1. During the period of visit of an audit party, the Record Sorter of the Branch Office is deputed to work with the audit party and the Peon of the Branch Office performs the duties of regular record Sorter. 2. The substitute

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
			<p>arrangement of Peon is made on daily wages on the rates approved by the Local Body/State Govt. and in accordance with the instructions issued by the Hqrs. from time to time.</p> <p>3. A report is sent to the Regional Director with regard to arrangement of a substitute Peon.</p>	<p>arrangement of Peon is made on daily wages on the rates approved by the Local Body/State Govt. and in accordance with the instructions issued by the Hqrs. from time to time.</p> <p>3. A report is sent to the Regional Director with regard to arrangement of a substitute Peon.</p>
A/11	To grant casual leave of more than 6 days in one spell to an employees.	Full powers to be exercised only in exceptional cases.	Full Powers to be exercised only in exceptional cases subject to report to the Regional Director	Full Powers to be exercised only in exceptional cases subject to report to the Regional Director

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
B	<u>PAY AND ALLOWANCES</u>			
B/1	To approve Tour Programme of Officers within the Division.	Full powers in respect of employees working in the Division.	Nil	Nil
B/2	To permit drawl of TA for a journey to attend an examination	Full powers if tour programme is approved by the Competent Authority.	Nil	Nil
B/3	To countersign TA bills of officers	Full powers if tour programme is approved by the Competent Authority.	Nil	Nil
B/4	To allow reimbursement of cancellation charges on unused railway/Air/Bus tickets to the employees of the Corporation as are reimbursable to the employees of the Central Govt.	Full powers excluding Joint Director himself subject to the condition that the journey had to be canceled solely due to the official reasons.	Nil	Nil
B/5	To sanction overtime allowances	Upto Rs. 500/- per month.	Upto Rs. 150/- per month.	Upto Rs. 75/- per month.
B/6	To sanction reimbursement of Taxi or other conveyance charges.	Full powers including Jt. Director himself to sanction conveyance charges in accordance with the SR 89 and Govt. of India's decisions thereunder. <u>Note:</u> The present limit for reimbursement of actual conveyance charges is Rs.150/- as per Memo to R.Ds. issued vide No.A.28/25/2/86-Estt.II(B) dated 13.10.86 by Hqrs. Office.	Full Powers in accordance with the SR 89 and Govt. of India's decisions thereunder. <u>Note:</u> The present limit for reimbursement of actual conveyance charges is Rs.150/- as per Memo to R.Ds. issued vide No.A.28/25/2/86-Estt.II(B) dated 13.10.86 by Hqrs. Office.	Full Powers in accordance with the SR 89 and Govt. of India's decisions thereunder. <u>Note:</u> The present limit for reimbursement of actual conveyance charges is Rs.150/- as per Memo to R.Ds. issued vide No.A.28/25/2/86-Estt.II(B) dated 13.10.86 by Hqrs. Office.

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
B/7	i) To sign pay and TA bills ii) To sign the contingent bills. iii) To act as controlling officer in respect of non gazetted staff in his office except his own, regarding grant of House Rent Allowances.	Nil	i) Full powers ii) Full powers provided that bills for expenditure are duly supported by sanctions from the Competent Authority. iii) Full Powers.	i) Full powers ii) Full powers provided that bills for expenditure are duly supported by sanctions from the Competent Authority. iii) Full Powers.
B/8	To attest entries made in the Service Books of employees under their administrative control.	Nil	Entries to be attested, should be on the basis of orders issued by the Competent Authority.	Entries to be attested, should be on the basis of orders issued by the Competent Authority.
B/9	To sanction Annual increment to all employees under him.	Nil	Full powers	Full powers
B/10	To sanction grant of honorarium to employees who are deputed to take up the work of disbursement of cash benefits during the short absence of the Cashier/Teller on leave, or visit to bank.	Nil	Rs. 5/- for half day and Rs. 10/- if the duty exceeds half day subject to a maximum of amount equal to the special pay sanctioned for concerned Branch Office per month. Note : As per Memo No. A-28/29/1/88-E-II(B) dated 22-4-1997, Special pay shall continue to be payable to regular Cashier on leave and the honorarium payable to official deputed to handle the cash during the absence of Cashier will be regulated as was being done hitherto, but at enhanced rates as per Memo. Ibid. on occasions when the regular Cashier is on duty at Pay Office for distribution of cash, the official deputed to handle cash in the Branch Office in his absence, will also be entitled for honorarium.	Rs. 5/- for half day and Rs. 10/- if the duty exceeds half day subject to a maximum of amount equal to the special pay sanctioned for concerned Branch Office per month.
B/11	To grant honorarium to the Peon for performing duties of a Record Sorter.	Nil	At the rate of Rs. 7/- for each day for which the Peon performs the duties of a Record Sorter who is	At the rate of Rs. 7/- for each day for which the Peon performs the duties of a Record Sorter who is

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
			deputed with the audit party during its visit to the Branch Office, subject to report to the Regional Director.	deputed with the audit party during its visit to the Branch Office, subject to report to the Regional Director.
B/12	To countersign as controlling officer, T.A. Bills for Local Committee Members.	Nil	Full Powers	Full Powers
B/13	To sanction cycle allowance to Group 'D' employees.	Nil	Full Powers upto Rs. 30/- per month subject to the conditions: i) That the peons own their private cycles and do not use office cycle for any official purpose. ii) Cycle allowance is admissible to one Peon/Record Sorter cum Peon in each Branch Office, provided no office cycle is provided to the Branch Office.	Full Powers upto Rs. 30/- per month subject to the conditions: i) That the peons own their private cycles and do not use office cycle for any official purpose. ii) Cycle allowance is admissible to one Peon/Record Sorter cum Peon in each Branch Office, provided no office cycle is provided to the Branch Office.

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II

C	ADVANCES			
C/1	Sanction advance of one months' pay to an employee on transfer.	Full powers to grant advance of pay on transfer or tour to all employees in the Division in accordance with the provisions of GFR 222 and 231.		
C/2	To sanction advance of TA to an employee on transfer/tour.	Full powers in respect of Officers and staff in the Division. IN respect of self, subject to approval of the Competent Authority.	Full powers in accordance with the provision under the General Financial Rules provided the tour has been approved by the Competent Authority.	Full powers in accordance with the provision under the General Financial Rules provided the tour has been approved by the Competent Authority.
C/3	To sanction temporary advances from the Provident Funds to the employees of the Corporation.	Full powers in respect of staff and officers including self subject to the observance of the prescribed conditions. Cases needing relaxation will continue to be referred to Regional Office.	-NIL-	-NIL-

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
D	CONTINGENT EXPENDITURE			
D/1	Purchase of Stationery and General articles.	Upto Rs. 2000/- at a time as per rules.	Stationary: Upto Rs. 500/- at a time as per rules. General Articles: Upto Rs.750/- at a time.	Stationary: Upto Rs. 200/- at a time as per rules. General Articles: Upto Rs.750/- at a time.
D/2	To sanction investigation of time barred claims.	Full powers in respect of all claims except medical reimbursement claims upto 6 years old including those employees for whom he is the appointing authority.		
D/3	To sanction expenditure of miscellaneous or contingent character (Recurring and Non-recurring)	Upto Rs. 1000 at a time.	Upto Rs. 500 at a time.	Upto Rs. 250/- at a time.
D/4	To sanction expenditure on tea coffee and light refreshment, including cold drinks.	a) Formal meetings. To the extent not exceeding Rs. 10 per head per session. b) Other occasions including visitors. Upto Rs. 1500/- per annum.	Upto Rs. 10/- per head per meeting subject to maximum of Rs. 100 per meeting.	Upto Rs. 10/- per head per meeting subject to maximum of Rs. 100 per meeting.
D/5	To engage counsel in legal cases	a) Government Counsel Full powers as per the rates applicable in the State Government from time to time. b) Private Counsel For Employees' Insurance Courts and other cases upto Rs. 1,000/- per case or rates approved by the Hqrs.	-NIL-	-NIL-

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
D/6	i) Cost of court fee stamps Talbana and judicial papers. ii) Incidental court expenses.	Full powers subject to report to the Regional office. Upto Rs.1000/- at a time.	Full powers Upto Rs. 100/- on each occasion.	Full powers Upto Rs. 100/- on each occasion.
D/7	To declare/dispose of unserviceable stores and perishable articles etc.	Full powers in accordance with prescribed instructions and subject to quarterly report to Hqrs.	-NIL-	-NIL-
D/8	To sanction expenditure on the repair of steel equipment, furniture and other office equipment including computers.	Upto Rs. 3000/- at a time and Rs. 10,000/- in a year. <u>Note:</u> The total expenditure on repair/replacement of parts should not exceed 2/3 rd of the cost of steel equipment in its lifetime. Thereafter the matter referred to Regional Office for further expenditure/ orders.	Upto Rs. 500/- per item and Rs. 2000/- on all items in aggregate in a financial year. <u>Note:</u> The total expenditure on repair/replacement of parts should not exceed 2/3 rd of the cost of steel equipment in its lifetime. Thereafter the matter referred to Regional Office for further expenditure/ orders.	Upto Rs. 500/- per item and Rs. 2000/- on all items in aggregate in a financial year. <u>Note:</u> The total expenditure on repair/replacement of parts should not exceed 2/3 rd of the cost of steel equipment in its lifetime. Thereafter the matter referred to Regional Office for further expenditure/ orders.
D/9	To sanction expenditure in compliance with an order by a duly constituted Court.	Full powers		
D/10	(a) To sanction expenditure on water, electricity and Telephone call charges (including shifting, installation and trunk call charges).	Full powers subject to quarterly reporting of phone charges to Regional Office.	Full powers including STD/Trunk call charges upto Rs.100/- made officially to R.O/MR Office/RDMC Office subject to the following conditions:- i) In case where loss of	Full powers excluding STD/Trunk call charges subject to the following conditions:- iii) In case where loss of rebate or any other penalty is involved, the Branch Office Manager

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
	(b) To sanction minor repairs to phones.	Nil	<p>rebate or any other penalty is involved, the Branch Office Manager may make the payment and seek ex-post-facto sanction of Regional Director with full justification/reasons for the delay.</p> <p>ii) Submission of report to the Regional Director in respect of all the bills, in monthly statement of Account expenditure.</p> <p>Full Powers subject to the following conditions: The expenditure on repairs to phones is supported by a certificate that the same were necessitated due to normal wear and tear.</p>	<p>may make the payment and seek ex-post-facto sanction of Regional Director with full justification/reasons for the delay.</p> <p>iv) Submission of report to the Regional Director in respect of all the bills, in monthly statement of Account expenditure.</p> <p>Full Powers subject to the following conditions: The expenditure on repairs to phones is supported by a certificate that the same were necessitated due to normal wear and tear.</p>
D/11	To sanction to waive penalty on electric and water charges bills etc.	Upto Rs. 150/- in each case.		
D/12	To sanction expenditure on photographs required for Identity Cards or for service books of the employees.	Upto Rs. 30/- in each case.	Upto Rs. 30/- in each case.	Upto Rs. 30/- in each case.
D/13	To sanction fees for the Appellate Medical Board	Full powers upto amount fixed by State Government subject to quarterly reporting to Regional Office.		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
D/14	To sanction expenditure for purchase of miscellaneous articles required by the Medical Board.	Upto Rs. 500/- at a time.		
D/15	To sanction expenditure on freight/demurrage charges.	<p>Freight:</p> <p>i) Full powers where the mode of transport is goods train.</p> <p>ii) Full powers subject to quarterly reporting to Regional Office of expenditure exceeding Rs. 750/- in each case.</p> <p>Demurrage: Full Powers subject to quarterly report to Regional Office expenditure exceeding Rs. 150/- in each case.</p>	Full powers provided that the normal mode of transport i.e. goods train/rail and by an ordinary road transport as the case may be has been used.	Full powers provided that the normal mode of transport i.e. goods train/rail and by an ordinary road transport as the case may be has been used.
D/16	To sanction expenditure on hiring of furniture.	Upto Rs. 1,000/- in an financial year.		
D/17	To sanction expenditure on repair and maintenance of furniture.	<p>Rs. 5000/- in a financial year.</p> <p>Note: Subject to budget provision. The total expenditure on repairs does not exceed 2/3rd of the value of furniture in its lifetime. Thereafter, the matter may be taken up with Regional Director for sanction.</p>	<p>Upto Rs.1000/- at a time subject to maximum of Rs.3000/- in a financial year</p> <p>Note: Subject to budget provision. The total expenditure on repairs does not exceed 2/3rd of the value of furniture in its lifetime. Thereafter, the matter may be taken up with Regional Director for sanction etc.</p>	<p>Upto Rs.1000/- at a time subject to maximum of Rs.3000/- in a financial year</p> <p>Note: Subject to budget provision. The total expenditure on repairs does not exceed 2/3rd of the value of furniture in its lifetime. Thereafter, the matter may be taken up with Regional Director for sanction etc.</p>
D/18	To purchase postage stamps	Full Powers.	Upto Rs. 500/- at a time	Upto Rs. 300/- at a time

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
	and make deposits for loading franking machines.		subject to Budget provision.	subject to Budget provision.
D/19	To incur expenditure for obtaining report from Police/ Court etc. in employment injury cases.	Full powers	Full Powers.	Full Powers.
D/20	To execute on behalf of the corporation such agreement of a normal and routine nature as have to be entered into with any appropriate authority for the use of water, electricity and telephone and for maintenance of typewriters/computers etc.		Full powers subject to the condition that the standard terms and conditions of such agreement are first approved by the Hqs. Office/Regional Office as the case may be.	Full powers subject to the condition that the standard terms and conditions of such agreement are first approved by the Hqs. Office/Regional Office as the case may be.
D/21	To sanction conveyance charges of Insured Persons appearing before Medical Referee for the purpose of Regulation 105 of ESI (General) Regulation 1950.		Full powers subject to the terms and conditions laid down by Hqs. Office from time to time.	Full powers subject to the terms and conditions laid down by Hqs. Office from time to time.
D/22	To sanction expenditure on maintenance, repair and replacement of parts of office cycle.		i) Repairs upto Rs. 50/- on each occasion subject to maximum of Rs. 200/- in a financial year (per cycle). ii) Replacement of parts upto Rs. 100 at a time subject to maximum of Rs. 300/- in a financial year per cycle.	i) Repairs upto Rs. 50/- on each occasion subject to maximum of Rs. 200/- in a financial year (per cycle). ii) Replacement of parts upto Rs. 100 at a time subject to maximum of Rs. 300/- in a financial year per cycle.

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
			Note : The total expenditure on repair/replacement of parts should not exceed 2/3 rd of the cost of cycle in its lifetime. Thereafter the matter referred to Regional Office for further expenditure/orders.	
D/23	To sanction payment of Municipal taxes in respect of buildings owned by the corporation/hired buildings, out of Account No. 2		i) Full powers for a period not exceeding one year in respect of Branch Office building owned by the Corporation subject to submission of Report to the Regional Director/ Jt. Regional Director IN-charge etc. in the monthly summary of Account/ expenditure. ii) In respect of hired buildings the payment of taxes is subject to the terms and conditions executed in the agreement.	i) Full powers for a period not exceeding one year in respect of Branch Office building owned by the Corporation subject to submission of Report to the Regional Director/ Jt. Regional Director IN-charge etc. in the monthly summary of Account/ expenditure. ii) In respect of hired buildings the payment of taxes is subject to the terms and conditions executed in the agreement.
D/24	To accept on behalf of the Corporation, security bonds furnished (fidelity bond deposited as security) by the employees of the Corporation.		Full powers.	Full powers.
D/25	To sanction hot and cold weather charges.		Upto Rs. 500/- at a time.	Upto Rs. 500/- at a time.
D/26	To sanction expenditure on binding of Declaration Forms.		Upto Rs. 2000/- at a time subject to adherence instructions issued by Hqs. Office regarding maintenance of Declaration Forms.	Upto Rs. 2000/- at a time subject to adherence instructions issued by Hqs. Office regarding maintenance of Declaration Forms.

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
D/27	To sanction expenditure/ payment of fixed charges such as rent of the building from Account No. 2.		Full powers subject to the terms and conditions and rates mentioned in the agreement and approved by the Hqs./Regional Director and submission of Report to the Regional Director/Jt. Regional Director Incharge etc. in the monthly summary of Account/ expenditure.	Full powers subject to the terms and conditions and rates mentioned in the agreement and approved by the Hqs./Regional Director and submission of Report to the Regional Director/Jt. Regional Director Incharge etc. in the monthly summary of Account/ expenditure.
D/28	To sanction expenditure on hiring of taxies for transportation of office equipment, record etc. and for revenue recovery purpose.	Upto Rs. 1000/- each occasion when taxies are certified as having been engaged on ground of urgencies or economy to the satisfaction of Jt. Director I/C after following the prescribed procedure in consultation with Finance & Accounts.		
D/29	To sanction expenditure for celebration on Republic Day and Independence Day.	Upto Rs. 1000/- on each celebration.		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
E	MISCELLANEOUS			
E/1	Disposal of record in accordance with the instructions issued by the Hqrs.	Full Powers	Full powers subject to report to the Regional Directors along with the lists of weeded out.	Full powers subject to report to the Regional Directors along with the lists of weeded out.
E/2	To investigate complaints and to take necessary action thereon.		As per instructions issued from Hqrs. Office.	As per instructions issued from Hqrs. Office.
E/3	To authorize the Dy. Manager or Head Clerk in the Branch Office to exercise the powers of Branch Office Manager during his absence, on tour/casual leave in cases which can not wait and are otherwise covered under the Rules.		Full powers subject to the instruction issued from Hqrs. Office from time to time in this regard. NOTE: In Branch Offices where no Head Clerk is provided/posted Senior most UDC may be authorized to pass payments subject to counter signature of dockets by Branch Office Manager and the ex-post-facto approval of the Branch Office Manager on his return and communication of ex-post-facto approval to Regional Director.	Full powers subject to the instruction issued from Hqrs. Office from time to time in this regard. NOTE: In Branch Offices where no Head Clerk is provided/posted Senior most UDC may be authorized to pass payments subject to counter signature of dockets by Branch Office Manager and the ex-post-facto approval of the Branch Office Manager on his return and communication of ex-post-facto approval to Regional Director.
Note: Dy. Manager Grade-I Branch Offices declared as drawing and disbursing Officer. However, powers are during the absence due to leave tour of the Managers Grade-I and a certificate to this effect to be recorded on the bills etc.				
E/4	To arrange for periodical verification of stores.	Full Powers		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO -		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
E/5	To condone the following types of irregularities committed in Branch Offices/Divisional Office:- a) Mixing private money with corporation fund. b) Utilization for other purposes of advances sanctioned for a particular purpose. c) Wrong entries in the Cash Book. d) Delay in posting of Challans/cheques. e) Delay in deposit of money into the bank f) Inter-office transfer of funds in Account No. 2 in the Division. g) Non-recording/irregular recording of certificates in Cash Book and other records.	Full Powers in consultation with the Finance & Accounts.		
E/6	To file civil suits before E.I. Court or tribunals or other courts.	Full powers subject to the instructions issued by the Hqrs. Office from time to time.		
E/7	To condone irregularities in postage/postage expenditure	Upto Rs. 30/- per case and a maximum of Rs. 150/- in a financial year in consultation with the Finance & Accounts concerned and subject to the conditions:- a) There is a bonafide mistake. b) Where it is observed that		

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		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
		<p>the official concerned is responsible for the loss of postage such losses should be made good by him as hithertofore.</p> <p>c) Cases of misappropriation will not be covered under this delegation.</p>		
E/8	<p>To condone irregularities of the following kinds of audit objections:-</p> <p>a) Money order acknowledgements not produced for audit.</p> <p>b) Follow up action on receipt of Form 28 (absence verification).</p> <p>c) In adequate issue of Form 28 (Absence verification)</p>	<p>a) Where money order acknowledgements are not received inspite of the repeated reminders to the postal authorities and insured person has not claimed benefit within a year the Jt. Director may condone the irregularities in consultation with Finance & Accounts.</p> <p>b) The Jt. Director may condone the irregularity for non receipt of Form 29 after having fully satisfied the reasons of non receipt.</p> <p>c) The Jt. Director may condone irregularity when he is satisfied that due to certain unavoidable circumstances the requisite number of Form 28 could not be initiated.</p>		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
I.	INSURANCE MATTERS			
I/1	To sanction refund of employee's and employer's contribution.	Full powers in consultation with the Finance & Accounts, subject to quarterly reporting to Regional Office of cases where the amounts exceed Rs.5000/- per employers at a time.		
I/2	To sanction/ grant adjustment of employers' contribution	Full powers in consultation with the Finance & Accounts.		
I/3	To sanction write off of benefits (cash and medical) availed in excess of the contributions paid by the erroneously covered employees.	Full powers subject to the condition that cases in which the amount so written off exceeds Rs.2500/- are reported quarterly to the Regional Office.		
I/4	Write off recovery of contributions, interest and damages under Rule 53. a) In respect of establishment or factory closed for more than 5 years and whereabouts not known despite all efforts. b) In respect of establishment or factor against whom decree obtained by the Corporation could not be executed successfully for want of sufficient assets of the defaulting employers. c) Claim for contribution is not fully made by – (i) The official liquidator in	Upto Rs.10,000/- at a time in each case in consultation with Finance & Accounts and subject to report to Regional Office. Full powers in consultation with Finance and Accounts in each case. Full Powers		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
	the event of factories/ Establishments having gone into liquidation; or (ii) The Commissioner of payment in the event of unit being nationalized or taken over by the Government.	Full powers		
1/5	To sanction enhanced sickness benefit beyond 7 days in case of vasectomy and beyond 21 days in case of tubectomy.	Full powers in consultation with RDMC/ Full time Medical Referee		
1/6	To approve inter-regional tour program of the Corporation employees who accompany the insured person as an escort to the artificial limb Center Pune for the supply of artificial limbs	Full powers.		
1/7	To file appeal against decision of medical board medical appellate tribunal in cases relating to permanent disability.	Full powers subject to report to Regional Office in respect of appeals to the High Court.		
1/8	To sanction calculation of benefit rates in the absence of contribution in cases of permanent disability, commutation and death	Full powers subject to verification of wages from employer's records.		
1/9	To waive recovery of excess payment	Upto Rs.500/- in each case in consultation with Fin. & A/cs Division and in accordance with guidelines from Regional Office.		
1/10	To relax the prescribed period of 12 months from cessation of	Full powers		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
	temporary disability benefit for reference to medical board for claiming permanent disability benefit			
I/11	To relax Regulation 88(iii) regarding production of certificate of confinement within 30 days for claiming maternity benefit	Full powers		
I/12	To condone irregularity in cases where payment docket had been lost or acquaintance of insured person was not taken	Full powers subject to verification of facts by an Officer of the rank of Asstt. Dir./ Dy. Dir. And above in consultation with Fin. & A/cs Division.		
I/13	To sanction time-barred claims of insured employees	Upto 6 years old claims.		
I/14	To accept medical certificates relating to a back period	Upto 14 days		
I/15	To accept time-barred funeral expenses claims	To accept claims submitted late upto 2 years		
I/16	To file appeal against decision of E.I Court on cases relating to permanent disability.	Full powers subject to local legal and medical opinion and guidelines, which may be issued by the Regional Office.		
I/17	To sanction payment of arrears in installments	Full powers to grant the installment facility for both Employers Contribution/ Employees Contribution and also for the payment of interest and damages on the following guidelines:- The amount and number of		

S.NO.	DESCRIPTION OF POWER	EXTENT OF POWERS DELEGATED TO		
		J.D. I/c of DOs	Branch Manager Gr. I	Branch Manager Gr. II
		<p>installment(s) may be decided on merit of each case but the total number of monthly installments should not exceed 36 in any case.</p> <p>The employer should be required to furnish Bank Guarantee for the timely payment of monthly installment.</p> <p>The employer should undertake to pay the current dues of the Corporation with the prescribed time limits.</p> <p>The installment facility should be treated as automatically cancelled, if the employer fails to pay monthly installment of arrears within the agreed time limit and current monthly contribution within the prescribed time limit.</p>		
I/18	To sanction of conveyance charges to insured persons for their transportation.	Full powers subject to a maximum of Rs.150/- in each case.		