

Information of the Regional Office of ESI Corporation at Chandigarh under Section 4(1) (b) of the RTI Act,2005.

### **i) The particulars of its organization, functions and duties**

ESI Corporation is a statutory Organization under the Ministry of Labour, Govt. of India, New Delhi, with its Headquarters at New Delhi. It has 22 Regional Offices, 24 Sub Regional Offices and 4 Divisional Offices spread all over the country. The Scheme is administered by the Standing Committee of the Employees' State Insurance Corporation (ESIC), constituted under the ESI Act, 1948, which comprises representatives of employers, employees, Central Government, State Governments, Medical professionals and Members of Parliament / State Legislatures.

Regional Office of ESI Corporation at Chandigarh is monitoring various aspects of revenue realization; disbursement of cash benefits to the Insured Persons / insured women ; medical care to the IPs and their families in the State of Punjab and Union Territory of Chandigarh. At present, 12 Branch Offices of the Regional Office are functioning in ESI implemented centers. Besides, two independent Sub-Regional offices at Ludhiana and Jalandhar are also functioning with 5 and 7 Branch Offices respectively. The medical care is provided through a network of 8 hospitals (7 in Punjab & 1 in U.T. Chandigarh ) & 70 Dispensaries.

### **ii) Powers and duties of officers and employees**

The powers and duties of the officers and employees of the Corporation are as delegated in the provisions of ESI Act 1948 and the relevant provisions as contained in the Rules and Regulations framed thereunder.

### **iii) Procedures followed in the decision making process, including channels of supervision and accountability**

The Administrative and financial powers of officers to be exercised in the process of decision making and the procedural guidelines on the channels of supervision and accountability at various levels of

hierarchy are decided by the Corporation. Sanctioning due benefits, mode of payments, Employer's Code Number allotment, recovery of contributions, imposing penalties and levy of interest and damages, waiver of damages etc. are vested in the discretionary powers of the sanctioning authorities concerned after considering on merit the facts and circumstances of each case.

#### **iv) The norms set by it for the discharge of its functions**

The norms for discharge of the functions of the Corporation are enshrined in the provisions of the ESI Act, 1948.

#### **v) Rules, Regulations, Instructions, Manual and Record, held by or in control or exercised by the employees for discharging of functions;**

All Officers and Staff of the Corporation are provided with the copies of Manual / Instructions and circulars for discharging their functions effectively.

#### **vi) Statement of the categories of documents that are held by or under its control**

Based on the ESI Act, HeadQuarters Office prescribes the list of documents to be held/maintained by the subordinate offices of ESI Corporation.

#### **vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof**

The arrangements for consultation with the members of public in formulation of the policies of the ESI Corporation exists and functions through the representatives nominated to ESIC and also for the various committees or sub committees or local committees.

#### **viii) Statement of the Boards, Councils, Committees and other**

**bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible to public**

Presently the following constituents are in existence.

1) ESI Corporation 2) Standing Committee 3) Medical Benefit Council  
4) General Purpose Sub Committee 5) Regional Board 5) Local Committee 6) Medical Board.

The meetings of the Board and Committees are not open to the public. As also the minutes of such meetings are not accessible to the public directly.

**ix) A directory of its officers and employees**

The [Who's who](#) directory comprising the working and contact information of all Officers is displayed on the website of the Corporation. With regard to other employees and officers, as the list is very large, the details are kept at Regional Office level.

**x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

The monthly remuneration payable to the Officers and staff is fixed by the Government of India. However, the pay scales of various categories are given here under :

Sr. No.	Name of the Post	Pay Band	Grade pay
1	SSMC	37400-67000	10000
2	Regional Director	37400-67000	8700
3	Joint Director	15600-39100	7600
4	Deputy Director	-do-	5400
5	Assistant Director/Manager Gr-I	9300-34800	4800

6	Personal Secretary	9300-34800	4800
7	SSO/Office Suptd/ Manager Gr-II	9300-34800	4600
8	Personal Assistant	9300-34800	4200
9	Assistant	9300-34800	4200
10	JHT	9300-34800	4200
11	UDC	5200-20200	2400
12	Stenographer	5200-20200	2400
13	LDC	5200-20200	1900
14	Peon	5200-20200	1800

**xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

**xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

**xiii) Particulars of recipients of concessions, permits or authorisations granted by it**

There are no recipients of concessions, permits or authorisations granted by us

**xiv) Details in respect of the information, available to or held by it, reduced in an electronic form**

The information regarding Regional Office Chandigarh, working of ESI Scheme, is available in our Website [www.esicpunjab.org](http://www.esicpunjab.org)

**xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

The working hours are 9.00 hours to 17:30 hours in all the offices attached with Regional office with weekly off on Saturdays & Sundays. The details of the ESI Scheme, information on various benefits etc. are made available to the citizens through pamphlets/handouts, posters and the website of the Regional Office from time to time However, there is no library or reading room for public use.

**xvi) The names, designations and other particulars of the Public Information Officers**

**Shri B.B. Puri, Regional Director is Appellate Authority. Shri S. K. Verma, Deputy Director** is designated as the Central Public Information Officer. All the Branch Managers will also act as Central Public Information Officers. (as defined under Section 2(c) of the Right to Information Act, 2005. Their names and other details are available on the website of the Corporation for the information of the public.

**xvii) Such other information as may be prescribed; and thereafter update these publications every year**