



मुख्यालय/ HEADQUARTERS
कर्मचारी राज्य बीमा निगम
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
 (Ministry of Labour & Employment, Govt. of India)



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1
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PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002
Website: esic.nic.in/ esic.in

No. A-46012/3/2025-DPC

Dated: 06-11-2025

OFFICE MEMORANDUM

Subject: Creation of Cells namely "Administrative Disciplinary Cell" & "Administrative Disciplinary Cell (Medical)" at Headquarters - reg.

Approval of the Competent Authority is hereby communicated for creation of Cells namely "Administrative Disciplinary Cell" & "Administrative Disciplinary Cell (Medical)" with following purposes:

- a) To deal with cases that do not have vigilance angle and are related to administrative lapses e.g. Complaints, Unauthorized Absence, Negligence of duty etc. as covered under CCS(Conduct) Rules, 1964.
- b) Co-ordination with regional offices for receipt of Local Vigilance for various purposes and other similar work.

Other terms:

- i) Administrative Disciplinary Cell and Administrative Disciplinary Cell (Medical) will function under supervision of the Insurance Commissioner (P&A) and Medical Commissioner (Medical Administration) respectively.
- ii) Administrative Disciplinary Cell (Medical) will be an entity different from the offices of Medical Vigilance Officers (MVOs) which are dealing with the cases having vigilance angle and is working under direct supervision of the CVO, ESIC.
- iii) In case of any dispute over ambit of vigilance angle, the same may be decided by the CVO in consultation with IC(P&A)/ MC(MA).
- iv) Related ongoing cases being dealt in Vigilance Division, will continue to be dealt by the Vigilance Division only.

Deputy Director (E.I)

Copy to: -

1. PPS to DG/ FC/ CVO.
2. PPS to all Insurance Commissioners/ Medical Commissioners of Hqrs. Office.
3. All Zonal ICs/ MCs.
4. All AC&RD/ RD of the Regions/ SRO I/c.
5. E-I/ E-III/ Vigilance/ MSU Branch of Hqrs. office.
6. The Website Content Manager with request to upload the same on ESIC website.