



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



मुख्यालय
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Date:19-08-2026

Office Memorandum

विषय: चिकित्सा आयुक्त (जोनल) और बीमा आयुक्त (जोनल) के तहत काम करने वाले कर्मचारियों को अतिरिक्त कार्य आवंटन के लिए पूर्व स्वीकृति - के संबंध में

Subject: Prior approval for allotment of additional work to officers/ staff working under Medical Commissioner (Zonal) and Insurance Commissioner (Zonal) - regarding

It has come to the notice of the competent authority that officers/ staff working in the offices of the Medical Commissioner (Zonal) [MC(Z)] and Insurance Commissioner (Zonal) [IC(Z)] are, in some cases, being assigned additional work by the concerned Regional Directors without obtaining prior approval of the concerned Zonal Medical Commissioner/Zonal Insurance Commissioner.

2. Since the officers/ staff posted under the Zonal Medical Commissioner/Zonal Insurance Commissioner are functioning under the administrative control of the respective Zonal authorities, allotment of additional work by field offices without consultation/approval of the concerned Zonal authority may affect the distribution of work and the effective functioning of the concerned office.
3. In order to ensure proper coordination, accountability and optimum utilization of manpower, it is directed that **before assigning any additional work to any officers/ staff member working under the Medical Commissioner (Zonal) or Insurance Commissioner (Zonal), prior consultation/ approval of the concerned Zonal Medical Commissioner/Zonal Insurance Commissioner shall invariably be obtained through e-File.**
4. The approval may specifically indicate the nature of additional work proposed to be assigned and, wherever necessary, the period for which such additional work is required to be undertaken. This will ensure that the workload of the concerned officers/ staff is duly assessed and that the additional assignment does not adversely affect their existing duties with the Zonal Commissioners.

This issued with the approval of Director General.

Assistant Director**(MSU)**

Copy to,

1. All Insurance Commissioners(Zonal)/ Medical Commissioners(Zonal)
2. All Regional Directors/ Director(I/C)/ JD(I/C) of Regional offices
3. Director (P&A) - With request to issue directions to all concerned
4. WCM- With request to upload on the official Website of ESIC.
5. Raj Bhasha Shakha - for Hindi translation