



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय)

EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



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F.No. D-27/15/P/2002-Genl.(Part)

Date: 28.05.2021

CIRCULAR

Subject : Provision of telephone facilities and reimbursement to officers of ESIC-reg.

Reference is invited to Hqrs. Circular of even no. dated 25.09.2020 on the aforesaid subject. Many representations were received from filed offices/hospitals seeking clarification on telephone/mobile reimbursement scheme and therefore to resolve the difficulties faced by different offices, following instructions are issued with the approval of competent authority.

A) The reimbursement of residential telephone / broadband / mobile phone / data card (either all combined or individual) shall be made to following officers of Corporation as per ceiling amount prescribed in the table given below :

S.No.	Designation/Pay Level	Corresponding Designation in ESIC	Ceiling Amount (In Rs.)
1.	Additional Secretary to the Government of India and equivalent level	DG/FC	Rs. 3000/- per month + taxes as applicable
2.	Joint Secretary to the Government of India and equivalent level	CVO/IC/MC	Rs. 2700/- per month + taxes as applicable
3.	Director / Deputy Secretary to the Government of India and equivalent level	CE/AC/RD/Director/SE/JD/DMC/MS/DMS/SMO/Dean/Principal/DMD/DMN/Store Manager and other Medical Officer, if any, working in administrative posts in the equivalent pay level & above.	Rs. 2250/- per month + taxes as applicable
4.	Below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 25% of the sanctioned strength of Group-'A' officers in a Ministry / Department / Attached / Subordinate office)	DD/EE/Medical officers working in administrative posts below the rank/pay level of Dy. Secretary to the Govt. of India (all restricted to 25% of the sanctioned strength of Group-A officers in ESIC)	Rs. 1200/- per month + taxes as applicable

B) The circulars related to mobile phone and/or data card reimbursement issued in the past from time to time on functional need basis shall continue to remain in force till they are reviewed in future. Separate reimbursement ceiling for mobile phone and or data card facility were extended to some of the officers. Their reimbursement will also be regulated in terms of this circular and reimbursement will be limited to the upper ceiling specified for the category of officer concerned for all facilities combined. Only one connection of each facility will be allowed for reimbursement within the upper ceiling.

C) Decision regarding officers to be covered under 25% quota of sanctioned strength of

Signature

Group A for reimbursement of residential telephone / broadband /mobile phone / data card (all combined or individual) as prescribed under Sl.No. 4 of table on pre-page may be taken by Head of office at local level considering the functional need.

D) The reimbursement of mobile bill to the entitled officers/staff, if withheld by field offices/hospitals after issue of Hqrs. Circular dated 25.09.2020, may be paid as per position explained in foregoing para.

E) The revised ceiling of reimbursement issued by ESIC:HQ vide circular dated 25.09.2020 shall be effective from 26.03.2018 ie. the date of revision of reimbursement ceiling by Department of Expenditure, Government of India subject to condition that settled claims shall not be reopened and time-barred claims shall not be considered on new rate of entitlement.

F) The competent authority has also approved the revision in the upper ceiling of reimbursement of cost of mobile phone handset upto Rs. 25000/- in respect of Divisional Heads at Headquarters office and therefore the earlier instruction issued vide circular No. D-27/15/P/20002-Genl. Dated 14.09.2007 is superseded to that extent. However, this will be effective prospectively ie. from the date of issue of this circular.

This is issued with the approval of Director General.

Sanjeev Kumar Shahi 28/5/2021

(Sanjeev Kumar Shahi)
Assistant Director (Gen. Br.)

To,

1. PPS/PS to DG/FC for information please.
2. PPS/PS to all Divisional Heads, Hqrs. Office for information please.
3. PPS/PS to IC (NTA), New Delhi for information please.
4. PPS/PS to All ACs/CE, Hqrs. Office
5. All Additional Commissioner/Regional Director, Regional offices
6. All Medical Superintendents/Deans, ESIC Hospitals/Medical Institutions
7. DMD/DMN, New Delhi/Noida
8. All JD(F)/DD(F)/AD(F), ROs/SROs/Hospitals/Medical Institutions
9. ICT Division, Hqrs. Office for updation/modification in ERP.
10. Website Content Manager, Hqrs. For uploading on ESIC website.
11. Guard File/Rajbhasha Shakha for hind translation.