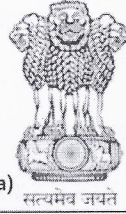




क. रा. बी. नि.  
E.S.I.C.

**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**  
**पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002**  
**PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002**  
**Website: esic.nic.in/ esic.in**

No. A-40/11/04/2021-E.I

Dated 28.09.2021

To,

1. All Additional Commissioner & Regional Directors/ Regional Directors/Director( I/cs)/ Joint Director I/cs/Dy.Director(I/cs) of ROs/SROs/Jt.Director (E-V), Hqrs. & Accounts Branch -III, Hqrs.
2. D(M)Delhi, D(M)Noida.
3. All Medical Superintendents of the ESIC Hospitals and ESIC Model Hospitals.
4. Dean of ESIC Medical Colleges/Dental College/ ESI PGIMSR/ SSMCs/ SMC
5. All Dy. Director (Fin.)/Assistant Director(Fin.)
6. Official Language Division, Hqrs. for Hindi version.
7. Guard file/ Spare copies.
8. WCM for uploading it on ESIC-website.

**Sub:** Strengthening of administration – Periodical review of cases under FR 56(j), 56(I) and Rule 48 of CCS (Pension) Rules,1972.

**Ref:** DoPT OM No. 25013/03/2019-Estt.A-IV dated 28<sup>th</sup> August, 2020 (copy enclosed).

Madam / Sir,

I am directed to refer this office letter no. A-40/11/2/2012-E-I dated 29.10.2015 & 06.05.2016 on the subject cited above and inform that despite specific direction in the said letters, requisite information/compliance report from some regions are not being received timely. It is, therefore, reiterated that following time limit, have been fixed for forwarding details to Hqrs. Office in respect of all the cases which are due for review under the aforesaid provision, for each quarter:-

**Time Schedule to be followed:**

Quarter in which review is to be made	Cases of Government servants in the quarter indicated below to be reviewed.	Time limit for forwarding details to Hqrs. Office for review
January to March	July to September of the same year	Positively upto 7 <sup>th</sup> January
April to June	October to December of the same year	Positively upto 7 <sup>th</sup> April
July to September	January to March of the next year	Positively upto 7 <sup>th</sup> July
October to December	April to June of the next year	Positively upto 7 <sup>th</sup> October

Further, the information/ details in respects of Social Security Officers and above (Group 'A' & 'B' Officers) (Non-Medical) including JTO/STO, Engineers after verification of service records and other particulars duly verified by DD(F)/AD(F) for which review is to be done at Hqrs. Office level may also be forwarded


immediately in respect of all cases which are due for review for the quarters from January to March, 2021, April to June,2021, July to September,2021 and October to December,2021 latest by 10.10.2021.

The information/details may be sent in the following format duly certified by the Regional heads:

Sl. No.	Name of the officer Sh./ Smt./ Ms	Emp. ID	Desig. and present place of posting	Date of Birth	Date of joining Govt. Service	Verified complaints/ Memorandum details of penalty awarded if any	Brief of work and performance	Remarks, if any	Whether to be reviewed under FR-56(j), 56(I) or Rule 48(1) (b) of CCS (Pension ) Rules, 1972

This issues with the approval of Insurance Commissioner (P&A)

Yours faithfully,



(Sunil Kumar Gautam)  
Assistant Director(E-I)