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MUKHMEET S. BHATIA, IAS
Director General



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

No. Z-17/12/2/2017-E.I (Misc.)

Dated: 11.05.2021

To,

DSCDM)

The Chief Secretary,
Government of Uttarakhand,
Uttarakhand Secretariat, Subhash Road,
Dehradun – 248001,
Uttarakhand.

Subject: - Employees' State Insurance Corporation - Essential Service – regarding.

12-5-2021
Sir/Madam,

Employees' State Insurance Corporation is a statutory organization under the Ministry of Labour, established under Employees State Insurance Act, 1948 and a pioneer Social Security Organization providing comprehensive social security benefits like medical care and a range of cash benefits to workers in the organized sectors all over the country. The organization presently covers 3.41 crores Insured Persons (IPs) with a total beneficiary population of 13.24 crores. The Medical benefits and Cash benefits to the workers are administered through more than 150 ESI Hospitals and 64 Regional/Sub Regional Offices including 559 Branch Offices spread all over the country. Many of our Hospital have been converted into Covid care Hospitals having hundreds of Covid beds.

ESIC has been an essential service all along further reiterated by Ministry of Labour, Government of India vide their Office Memorandum No.Z.10025/05/2020-Adm.J, dated 16/04/2021 (copy enclosed). We have recently issued instructions to our various Regional Offices to keep the essential services running with staff attendance of not less than 40% of the total strength. In view of the above, I would request you to permit our Regional/Sub Regional Offices/Branch Offices in your state to function as above in view of the essential nature of the work done by our organization. This will ensure that IPs and their families continue to access our services.

सचिव, आर.जी.सी. मंत्रालय

Om

12/5/2021

मुख्य सचिव
उत्तराखण्ड शासन
देहरादून

संख्या 1747/मुख्य सचिव/PS 12021
दिनांक 13/5/2021

Yours faithfully,

MS Bhatia
11/5/21
(Mukhmeet S. Bhatia)
Director General

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No. Z. 10025/05/2020-Adm.I
Bharat Sarhar/Government of India
Shram Mantralaya/Ministry of Labour and Employment

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated 16th April 2021

OFFICEMEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 - regarding.

In continuation of this Ministry's Office Memorandum of even number dated 14th April 2020, the undersigned is directed to say that in view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to issue the following instructions / guidelines for strict compliance :-


- a) All officers upto the level of Under Secretary or equivalent are allowed to work from home and their physical attendance in office is restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared with the approval of the concerned Bureau/ Divisional Heads. Individual Divisional Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative exigencies.
- b) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c) The Officials posted in the O/o Hon'ble MoS(IC) L&E would seek instructions from OSD to the Minister. Similarly, officials posted in the personal branch of Secretary (L&E) will seek instructions from Secretary (L&E).
- d) Officials posted in the personal branch of Officers of the level of Joint Secretary and above shall seek instructions from their respective officers. However, limit of 50 percent shall be observed.
- e) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM—10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts and corridors. Roster system by Divisional/Wing Heads to take care of this aspect.
- f) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- g) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

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- h) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, uses of sanitizer and frequent hand washing with soap and water.
 - i) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
 - j) Meetings, as far as possible, to be conducted through video- conferencing.
 - k) Entry of outsiders /visitors to be curtailed appropriately.
 - l) All employees of the age of 45 years and above are advised to get themselves vaccinated.
2. All attached/Subordinate / Autonomous-offices may issue similar instructions. EPFO / ESIC are covered under essential services may issue separate instructions with the approval of their CPFO/ DG, ESIC.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.


(Nirmal Kumar Bhagat)
Under Secretary to the Govt. of India

To

- 1. All officers/Officials of Ministry of Labour and Employment
- 2. PS to Hon'ble MoS (IC) (L&E)
- 3. PPS to Secretary (L&E) / PPS to Special Secretary (L&E) / PPS to AS&FA / Sr. PPS to SLEA
- 4. Office of JS(RKG) / JS(KR) / JS& DGLW / JS(VB) / BA(GP)
- 5. CLC(C) /DGE
- 6. DGLB / DGFASLI /CBWE / EPFO / ESIC / DTNBWEB / DGMS / VVGNI /
- 7. NIC / IT Cell for uploading of the order on the website and e-office


(Nirmal Kumar Bhagat)
Under Secretary to the Govt. of India