

DELEGATION OF POWERS TO MEDICAL COMMISSIONERS, ESIC HQ

1. - DELEGATION OF POWERS TO MEDICAL COMMISSIONER (MEDICAL ADMINISTRATION)

A. ADMINISTRATIVE POWERS:

- o Medical Commissioner (Medical Administration) will be the 'Head of Division' and will exercise all administrative powers in the capacity of Controlling/ Reviewing authority.
- o Medical Commissioner (MA) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S. No.	Nature of Powers	Extant of Proposed Power to be delegated
1.	Head of Division/Controlling Officer (for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules) for the Officers and employees posted in Medical Administration Division	Full Powers
2.	Define the limits of an employee's sphere of duty in Medical Administration Division, Hqrs. Office.	Full Powers
3.	Intra-Division Transfer of Medical Officers in Medical Administration Division	Full Powers
4.	Approve tour programme of officers and staff of the Medical Administration Division at ESIC Hqrs upto Level 13 in case of official work, direction of any authority, court case/departmental enquiry.	Full Powers
5.	Sanction of leave salary and pension contribution (NPS)in respect of Medical officers, Nursing & Para- Medical staff taken on deputation in the Medical Administration division.	Full Powers with concurrence of Finance & Accounts
6.	Grant of all other leaves (except study leave and leave after transfer of the officer), including Work-Related Illness and Injury Leave (WRIL) above 90 days, to all medical officers (except to Medical Commissioners) *	Full Powers
7.	Change of Home Town as per guidelines of GoI for Group 'A' Medical and Nursing Officers.	Full Powers
8.	NOC for application for other employment for Group 'B' Nursing and other allied (para) medical services officers of Hqrs. Office	Full Powers
9.	Permission to Medical Officers for clinical training within ESIC Institutions up to 3 months.	Full Powers
10.	Nomination for in-house training programmes for officers/ officials of the Medical Administration Division.	Full Powers
11.	Weeding out records in Medical Administration Division in accordance with the instructions and record retention schedule issued by Hqrs.	Full Powers
12.	Sanction of Honorarium to Guest Lecturers at Hqrs. Office as per ESIC/ GoI Guidelines.	Full Powers
13.	Grant of permission, acceptance of intimation for acquisition of/ Disposal of movable/ immovable property as required in Rule 18(2) & 18(3) of CCS (Conduct) Rules in respect of Medical Officers upto the Level 13.	Full Powers

**the exception cases to point no. 6 above will be submitted to the Director General for sanction*

B. FINANCIAL POWERS:

- Medical Commissioner (MA) is declared as 'Head of Division' for the respective office of Medical Commissioner (MA).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by GOI and within the budgetary limit.
- Medical Commissioner (MA) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

Sl. No.	Nature of Powers	Extant of Proposed Power to be delegated
1.	Head of Division/ Controlling Officer for the purpose of Pay and Allowances Rules and TA/ DA/ Leave/ Joining Time/ LTC Rules	Full Powers
2.	Reimbursement of cancellation charges of unused railway/air/other travel tickets against official journey in respect of medical officers and employees posted in the Medical Administration Division cancelled due to official reason.	Full Powers
3.	Fee & Honorarium in accordance with the prevailing GoI/ ESIC guidelines.	Full Powers
4.	Sanction of actual Conveyance charges as per GoI Instructions.	Full Powers

2. - DELEGATION OF POWERS TO MEDICAL COMMISSIONER (MEDICAL SERVICES)

A. ADMINISTRATIVE POWERS:

- Medical Commissioner (Medical Services) will be the 'Head of Division' and will exercise all Administrative Powers in the capacity of Controlling/ Reviewing authority.
- Medical Commissioner (MS) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S. No.	Nature of powers	Extant of Proposed Power to be delegated
1.	Head of Division/Controlling Officer (for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules) for the Officers and employees posted in Medical Services Division	Full Powers
2.	Define the limits of an employee's sphere of duty in Medical Services Division, Hqrs. Office.	Full Powers
3.	Intra-Division Transfer of Medical Officers in Medical Services Division, Hqrs office.	Full Powers
4.	Approve tour programme of officers and staff of the Medical Services Division at ESIC Hqrs upto Level 13 in case of official work, direction of any authority, court case/departmental inquiry.	Full Powers
5.	To issue direction and monitoring with regard to improvement/	Full Powers

	maintenance of Medical Services in ESIC/ESIS Hospitals and Dispensaries.	
6.	To weed out records in accordance with the instructions and record retention schedule/ instructions issued by Hqrs. Office.	Full Powers
7.	Permission to attend Conference / CME within India with/ without TA/DA with Registration Fees up to Rs. 20,000/- for medical officers up to Level 13 except Teaching faculty as per ESIC guidelines	Full Powers

B. FINANCIAL POWERS:

- Medical Commissioner (MS) is declared as 'Head of Division' for the respective office of Medical Commissioner (MS).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by GOI and within the budgetary limit.
- Medical Commissioner (MS) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

Sl. No.	Nature of Power	Extant of Proposed Power to be delegated
1.	Head of Division/ Controlling Officer for the purpose of Pay and Allowances Rules and TA/ DA/ Leave/ Joining Time/ LTC Rules	Full Powers
2.	Reimbursement of cancellation charges of unused railway/air/other travel tickets against official journey in respect of medical officers and employees posted in the Medical Services Division cancelled due to official reason.	Full Powers
3.	Fee & Honorarium in accordance with the prevailing GoI/ ESIC guidelines.	Full Powers
4.	Sanction of actual Conveyance charges as per GoI Instructions.	Full Powers

3. - DELEGATION OF POWERS IN R/O MEDICAL COMMISSIONER (AYUSH)

A. ADMINISTRATIVE POWERS:

- Medical Commissioner (Ayush) will be the 'Head of Division' and will exercise all administrative powers in the capacity of Controlling/ Reviewing authority.
- Medical Commissioner (Ayush) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S. No.	Nature of Powers	Extant of Proposed Power to be delegated
1.	Head of Division/Controlling Officer (for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules) for the Officers and employees posted in Ayush Division	Full Powers
2.	Define the limits of an employee's sphere of duty in Ayush Division, Hqrs. Office.	Full Powers
3.	Intra-Division Transfer of Medical Officers in Ayush Division, Hqrs.	Full Powers
4.	Approve tour programme of officers and staff of the Ayush Division at ESIC Hqrs upto Level 13 in case of official work, direction of any authority, court case/departmental enquiry.	Full Powers

5.	Permission for in-house training/ clinical training programmes for officers/ officials of the Ayush Division within ESIC Institutions up to 3 months.	Full Powers
6.	Permission to attend Conference / CME within India with/ without TA/DA with Registration Fees up to Rs. 20,000/- for medical officers (Ayush) as per ESIC guidelines.	Full Powers
7.	Sanction of Honorarium to Guest Lecturers in connection with Ayush related Training etc. as per ESIC/ GoI Guidelines.	Full Powers
8.	To weed out records in accordance with the instructions and record retention schedule/ instructions issued by Hqrs. Office.	Full Powers

B. FINANCIAL POWER:

- Medical Commissioner (Ayush) is declared as 'Head of Division' for the respective office of Medical Commissioner (Ayush).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by GOI and within the budgetary limit.
- Medical Commissioner (Ayush) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

Sl. No.	Nature of Powers	Extant of Proposed Power to be delegated
1	Head of Division/ Controlling Officer for the purpose of Pay and Allowances Rules and TA/ DA/ Leave/ Joining Time/ LTC Rules	Full Powers
2	Reimbursement of cancellation charges of unused railway/air/other travel tickets against official journey in respect of medical officers and employees posted in the Ayush Division cancelled due to official reason.	Full Powers
3	Fee & Honorarium in accordance with the prevailing GoI/ ESIC guidelines.	Full Powers
4	Sanction of actual Conveyance charges as per GoI Instructions.	Full Powers

4. DELEGATION OF POWERS IN R/O MEDICAL COMMISSIONER (MEDICAL EDUCATION)

A. ADMINISTRATIVE POWERS:

- Medical Commissioner (Medical Education) will be the 'Head of Division' and will exercise all Administrative Powers in the capacity of Controlling/ Reviewing authority.
- Medical Commissioner (ME) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S.No.	Nature of powers	Extant of Proposed Power to be delegated
1.	Head of Division/Controlling Officer (for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules) for the Officers and employees posted in Medical Education Division.	Full Powers
2.	Define the limits of an employee's sphere of duty in Medical Education Division, Hqrs. Office.	Full Powers

3.	Intra-Division Transfer of Medical Officers within Medical Education Division.	Full Powers
4.	Approve tour programme of officers and staff of the Medical Education Division at ESIC Hqrs upto Level 13 in case of official work, direction of any authority, court case/departmental enquiry.	Full Powers
5.	Reporting Officer for Deans of ESIC Medical Colleges/ Dental Colleges and Principals of Nursing Colleges etc.	Full Powers
6.	Reviewing Officer for Director Professors of ESIC Medical Colleges/ Dental Colleges and Professors of Nursing Colleges etc.	Full Powers
7.	Permission to attend Conference / CME with/ without TA/DA with upto Rs. 20,000/- (Registration Fees) for Teaching faculty as per ESIC guidelines.	Full Powers
8.	To weed out records in accordance with the instructions and record retention schedule/ instructions issued by Hqrs. Office.	Full Powers

B. FINANCIAL POWERS:

- Medical Commissioner (ME) is declared as 'Head of Division' for the respective office of Medical Commissioner (ME).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by GOI and within the budgetary limit.
- Medical Commissioner (ME) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S. No.	Nature of powers	Extant of Proposed Power to be delegated
1.	Head of Division/ Controlling Officer for the purpose of Pay and Allowances Rules and TA/ DA/ Leave/ Joining Time/ LTC Rules	Full Powers
2.	Reimbursement of cancellation charges of unused railway/air/other travel tickets against official journey in respect of medical officers and employees posted in the Medical Education Division cancelled due to official reason.	Full Powers
3.	Fee & Honorarium in accordance with the prevailing GoI/ ESIC guidelines.	Full Powers
4.	Sanction of actual Conveyance charges as per GoI Instructions.	Full Powers

5. DELEGATION OF POWERS IN R/O MEDICAL COMMISSIONER(PROCUREMENT)

A. ADMINISTRATIVE POWERS

- Medical Commissioner (Procurement) will be the 'Head of Division' and will exercise all Administrative Powers in the capacity of Controlling/ Reviewing authority.
- Medical Commissioner (Procurement) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S. No.	Nature of powers	Extant of Proposed Power to be delegated
	Head of Division/Controlling Officer (for the purpose of TA/ DA/ Leave/	

1.	Joining Time/ LTC Rules) for the Officers and employees posted in Medical Procurement Division	Full Powers
2.	Define the limits of an employee's sphere of duty in Medical Procurement Division, Hqrs. Office.	Full Powers
3.	Intra-Division Transfer of Medical Officers of medical Procurement Division, Hqrs Office.	Full Powers
4.	Approve tour programme of officers and staff of the Medical Procurement Division at ESIC Hqrs upto Level 13 in case of official work, direction of any authority, court case/departmental enquiry.	Full Powers
5.	To weed out records in accordance with the instructions and record retention schedule/ instructions issued by Hqrs. Office.	Full Powers

B. FINANCIAL POWERS:

- Medical Commissioner (Procurement) is declared as 'Head of Division' for the respective office of Medical Commissioner (Procurement).
- These Financial Powers will be exercised in accordance with the GFR and other guidelines issued by GOI and within the budgetary limit.
- Medical Commissioner (Procurement) will also be the Controlling Officer for the purpose of TA/ DA/ Leave/ Joining Time/ LTC Rules for his/her subordinate officers and staff of their division.

S. No.	Nature of powers	Extant of Proposed Power to be delegated
1.	Head of Division/ Controlling Officer for the purpose of Pay and Allowances Rules and TA/ DA/ Leave/ Joining Time/ LTC Rules	Full Powers
2.	Reimbursement of cancellation charges of unused railway/air/other travel tickets against official journey in respect of medical officers and employees posted in the Ayush Division cancelled due to official reason.	Full Powers
3.	Fee & Honorarium in accordance with the prevailing GoI/ ESIC guidelines.	Full Powers
4.	Sanction of actual Conveyance charges as per GoI Instructions.	Full Powers