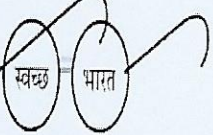
 <p>क.रा.बी.नि. ESIC</p>	<p>मुख्यालय कर्मचारी राज्य बीमा निगम, पंचदीप भवन, सी.आइ.जी.मार्ग नई दिल्ली-110002</p>	 <p>एक कदम स्वच्छता की ओर</p>
---	---	--

सख्या: एफ-19/11/17/विविध/2014-लेखा III

दिनांक: 31.03.2021

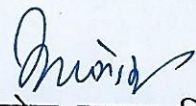
कार्यालय ज्ञापन

विषय:- Revised Standard Operating Procedure (SOP) on Fixation of Pay of Gr. A & B in ESIC field offices.

Competent Authority has approved the following revised Standard Operating Procedure (SOP) for Fixation of Pay of Gr. A & B (Ministerial / Medical / Nursing / Paramedical) Officers in ESIC offices:

1. Local Administration Branch / Medical Administration Branch of Regional Office / Sub Regional Office/ ESIC Hospital etc. to put up pay fixation proposals and Head of Office to approve with concurrence of Local Finance where Deputy Director (Fin.) or above ranked Finance Officer is posted. Where Finance Officer of Deputy Director or above rank is not posted, there Deputy Director (Fin.) or above ranked Finance Officer posted in the Region to concur the pay fixation on receipt of proposals with comments thereupon by the Finance Officer of the office from where the proposals originated.
2. In case of non-availability of Finance officer in the cadre of Dy. Director and above, the proposal may be sent for financial concurrence in following manner:
 - i. Regional Office to Model Hospital of the Region / nearest ESIC Hospital in the Region / SRO of the Region where Deputy Director (Finance) is posted.
 - ii. Sub Regional Office / ESIC Hospital to Regional Office.
3. Internal Audit team (other than the same office) to compulsorily check the correctness of pay fixation and incorporate a certificate in the prescribed proforma(annexed). Region, where only one Audit team is available i.e. other than the same office Audit team is not available, such pay fixation case may be sent to ESIC Hqrs. Office for vetting. For example, if only Regional Office has Internal Audit team in a Region, then the Internal Audit team of Regional Office may vet pay fixation cases in all other offices of the Region and Pay fixation cases of that Regional Office may be sent to Hqrs. Office for vetting.

This issues with the approval of Financial Commissioner.


 (आलोक कुमार सिन्हा)
उप. निदेशक (वित्त)

प्रतिलिपि:-

1. सभी क्षेत्रीय कार्यालय / सभी उप क्षेत्रीय कार्यालय / सभी चिकित्सा अधीक्षक, क.रा.बी.नि., अस्पताल एवं वित्त अधिकारी को अग्रिम कार्यवाही हेतु प्रेषित है।
2. प्रबंधन सेवा एकक (MSU) शाखा, मुख्यालय से अनुरोध है कि यथाशीघ्र इससे संबंधित D.O.P. में संग्रहण करें।
3. वित्त एवं लेखा शाखा-9, मुख्यालय को सूचनार्थ एवं आवश्यक कार्रवाई हेतु।
4. वेबसाइट सामाग्री प्रबंधक, मुख्यालय, क.रा.बी. निगम, को मुख्यालय की वेबसाइट पर अपलोड करने हेतु।

Annexure

(to be attached with Internal Audit Report)

Internal Audit Certificate of Pay Fixation

1. Name of Office where internal audit is conducted
2. Period of internal audit
3. Period/quarters covered in internal audit
4. Pay fixations (Gr A & B) in the period covered:

Sl.No.	Name & Designation of the officer	Date of promotion/ upgradation	Office Order No & date	Pay and Pay Level before promotion/ upgradation	Pay and Pay Level after promotion/ upgradation	If option exercised, (a) Date of option and Fin diary (b) Pay and Pay Level fixed on DNI	Concurred by (Name, Designation and place of posting of Fin Officer) and date of concurrence

Certificate

I, _____ (name and designation of the in charge of internal audit) have audited all pay fixations mentioned in point no. 4 above and found them to be correct/incorrect to the following extent: (cross whichever is not applicable).

Audit Objections, if any

-signed by-

(Name and designation of in charge of internal audit team)