



No. Z-17/12/1/2025-E.I-Part(1)

Dated: 23-05-2025

To,

All Additional Commissioner &
Regional Director/
Joint Director, ROs/ SROs

Subject: Regarding Disciplinary/ Appointing Authority for Group C Officials with respect to Regional Offices/ Sub Regional Offices - reg.

Sir/ Madam,

With reference to the subject, I am directed to inform you that Disciplinary/ Appointing authority is specified in the Second Schedule of Employees' State Insurance Corporation (Staff and Conditions of Service) Regulations, 2023.

As per regulation no. 4 and clause (1) of regulation no. 12 of Employees' State Insurance Corporation (Staff and Conditions of Service) Regulations, 2023 Appointing Authority and Disciplinary Authority are defined as under:

“Appointing Authority:

The appointing authority in respect of the posts specified in the First Schedule, shall be as specified in column (4) of the Second Schedule: Provided that the Chairman, Corporation may, by general or special order, delegate to any other authority or officer of the Corporation, the power to make appointments to any post or class of posts specified in the First Schedule.”

Disciplinary Authority:

“The disciplinary authorities in respect of posts under the Corporation are as specified in the Second Schedule.”

Further in clause (3) of regulation no. 9 stated

that "The appointing authority, disciplinary authority and appellate authority for each post in the Corporation shall be such as may be specified in the Second Schedule, and the powers related to conduct, discipline and control of the employees of the Corporation shall be exercised as specified in the said Schedule."

Hence, it is clarified that Regional Director (Grade 'A' / Grade 'B') posted in the Regional Offices shall exercise the powers of Disciplinary/ Appointing Authority as per regulations mentioned above. Further Regional Director (I/c) [of the level of Joint Director or above] posted in the Regional Offices shall exercise the powers of Regional Director as per regulations mentioned above.

This issues with the approval of competent authority.

Yours sincerely,

Deputy Director(DPC)