



ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ  
(ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)  
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ  
(ಶ್ರಮ एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
Ministry of Labour & Employment, Govt. of India)



ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಕರ್ನಾಟಕ, ನಂ.10, ಬಿನ್ನಿಫೀಲ್ಡ್ಸ್, ಬೆಂಗಳೂರು-560 023  
क्षेत्रीय कार्यालय, कर्नाटक, नं. 10 बिननीफिल्ड्स, बिननीपेट, बंगलूर - 560 023.  
REGIONAL OFFICE, KARNATAKA, NO. 10 BINNYFIELDS,  
BINNYPET, BENGALURU-560 023,  
Phone - 080-26742485, E-Mail - [rd-karnataka@esic.nic.in](mailto:rd-karnataka@esic.nic.in)  
Website: [www.esic.gov.in](http://www.esic.gov.in)

No. 53.Z.11.12.7.2021.Estt.Volume-7

Date: 22-05-2025

## **CIRCULAR**

**Sub:** Representation from officers/employees on service matters and bringing outside influence - reiteration of instructions.

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The undersigned is directed to refer to DoP&T OM NO. F.No.11013/08/2013-Estt.(A)-III dated 06/06/2013 and 31/08/2015, Headquarters OM issued vide No. Z-17/12/Misc./2022-Estt.I dated 24/05/2023 and Regional Office Circular No. 53.Z.11.12.7.2021.Estt.Volume-7 dated 06/06/2023 wherein instructions have been issued on submission of representation only through official channel of communication and prohibiting Government Servant from bringing outside influence.

In spite of these instructions, it has been observed that ESIC Employees continue to approach higher authorities viz. Hon'ble Ministers, MPs, MLAs and other public representatives for their service matters without following official channel of communication.

It is reiterated that, these instructions shall strictly be followed by all ESIC officers & employees and appropriate action will be taken against those who violate these instructions.

This issues with the approval of Competent Authority.

Digitally signed by  
SUNIL KUMAR MEHTO  
Date: 22-05-2025

(SUNIL KUMAR MEHTO)  
JOINT DIRECTOR (ADMN)

To:

1. All Officers/Officials.
2. The Office of the Insurance Commissioner (South Zone), Regional Office, ESIC, Bengaluru.
3. The Office of the Medical Commissioner (South Zone), Regional Office, ESIC, Bengaluru.
4. The Dean/ Medical Superintendent/ Principal, (ESIC-MC, PGIMSR & MH, Rajajinagar/ ESIC-Hospital, Peenya/ ESIC-MC & Hospital, Kalaburagi/ ESIC-DC, Kalaburagi/ ESIC-NC, Kalaburagi/ ESIC-NC, Indiranagar).
5. The Joint Directors (I/c.), SRO (Peenya / Bommasandra / Hubballi / Kalaburagi / Mysuru / Mangaluru), ESIC, Karnataka.
6. The State Medical Commissioner, Regional Office, ESIC, Bengaluru.
7. The Executive Engineer, Regional Office, ESIC, Bengaluru.

8. All Branch Officers / Branch Managers / Branches coming under the jurisdiction of Regional Office, ESIC, Bengaluru.
9. The RD Cell / OL Branch/ Office Order file/ ESIC Employees' Union/ Notice Board.



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53.Z.11.12.7.2021.ESTT.Volume-7

Date: .06.2023

**परिपत्र / CIRCULAR**

**Sub:** Representation from officers/employees on service matters - reiteration of instructions- reg.

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In pursuance of ESIC Headquarters Office Memorandum No. Z-17/12/Misc./2022-Estt.I dated: 24.05.2023 on the above mentioned subject, the Competent Authority has directed that all officers/employees to comply to the directions/instructions as mentioned in the Office Memorandum failing which suitable action will be initiated.

This issues with the approval of Regional Director (I/c).

**Encl:** As above.

सेवा में/To: Signed by  
A.s. Kanithaselvi  
Date: 06-06-2023 12:14:21  
उप निदेशक (प्रशासन)/  
**DEPUTY DIRECTOR (ADM)**

1. The PS of the Insurance Commissioner, O/o Insurance Commissioner (SZ), Zonal Office, South Zone, RO, ESIC, Bangalore.
2. The PA of the Medical Commissioner, O/o Medical Commissioner (SZ), Zonal Office, South Zone, RO, ESIC, Bangalore.
3. The Dean/Medical Superintendent, ESIC Medical/Dental College/Hospital, Rajajinagar/ Gulbarga.
4. The Medical Superintendent, ESIC Hospital, Peenya.
5. The Principal, ESIC, Nursing College, Indiranagar, Bangalore/Gulbarga
6. The Dy. Director I/c, SRO-Hubli/ Bommasandra/Peenya/Mangalore/ Mysore/Gulbarga.
7. The Deputy Director (Trg), ZTI (South Zone), ESIC, Gulbarga.
8. क्षेत्र.का. क.रा.बी.नि. बेंगलूर के सभी अधिकारी/All officers at RO, ESIC, Bangalore.
9. चिकित्सा निर्देशी, कराबीनि, मैसूर रोड, बेंगलूर/The Medical Referee, ESIC, Mysore Road, Bangalore.
10. The Medical Vigilance Officer, MVO Office, RO, ESIC, Bangalore.
11. All Branches at RO, ESIC, Bangalore.
12. क्षेत्र.का. के क्षेत्राधिकार में सभी शाखा कार्यालय/All Branch offices coming under RO jurisdiction.
13. क्षेत्र. नि. के वै.स., क्षेत्र.का. क.रा.बी.नि. बेंगलूर PS Cell, RO, ESIC, Bangalore.
14. सूचना पट/गार्ड फाइल /Notice Board / Guard File/Website.

**मुख्यालय/ HEADQUARTERS****कर्मचारी राज्य बीमा निगम**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**EMPLOYEES' STATE INSURANCE CORPORATION**

(Ministry of Labour &amp; 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. Z-17/12/Misc./2022-Estt.I****Dated: .05.2023****OFFICE MEMORANDUM****Sub: Representation from officers/employees on service matters – reiteration of instructions -regarding.**

Undersigned is directed to refer to DoP&T OM No. F.No.11013/08/2013-Estt.(A)-III dated 06.06.2013 and 31.08.2015 on the above mentioned subject.

In this regard, Office Memorandum vide No.A-22/13/1/2017-Estt.I dated 22.03.2021 was also issued reiterating the above instructions.

Despite the instructions, it has been observed that many ESIC officers and employees continue to approach higher authorities viz. Hon'ble Ministers, MPs, MLAs and other public representatives for their service matters without following official channel of communication. In many cases, instead of the officers/employees, their family members approach these higher authorities.

It is reiterated that in any matter connected with service rights or conditions, if a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the Organization through proper channel.

Therefore, these representations (including e-mails, text messages or public grievances portal etc.) made directly to other authorities bypassing the prescribed channel of communication have been viewed very seriously by the Competent Authority and treated as unbecoming conduct attracting the provisions of Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964 as applicable on ESIC Officers/Employees. These acts are also in contravention to Rule 20 of CCS (Conduct) Rules, 1964 which prohibits government servant from bringing outside influence in respect of his service matters and the MHA OM No. F-25/21/63-Ests.(A) dated 19.09.1963 which prescribes representations made by relatives of Government servant as outside influence.

These acts of officers/employees to prefer their service matters without exhausting the prescribed channels are thus liable for disciplinary action. Competent authority has directed that all officers/ employees to conform to the aforesaid directions/instructions failing which suitable necessary action shall be initiated.

This issues with the approval of Competent Authority.

**Signed by Amit Kumar****Date: 24-05-2023 10:56:06****Deputy Director (E-I)****To**

1. All officers & employees of ESIC Corporation.
2. Website Content Manager for uploading the Memorandum on the website of ESIC for information of all concerned.

