



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



**क्षेत्रीय कार्यालय/क्षेत्रीय कार्यालय/Regional Office Maharashtra**  
पंचदीप भवन, 108, एन. एम. जोशी मार्ग, लोअर परेल, मुंबई-400 013  
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No.: 31-A-22/15/TP/Estt.II/22

Date: .11.2024

## **OFFICE MEMORANDUM**

Sub: Utilization of Staff within the Jurisdiction of Branch Officers at Regional Office Mumbai due to Shortage of Staff -reg

The Branch Officers are often seeking diversion of staff due to sudden increase of work at particular profile. The matter has been examined and it is decided that for effective utilization of manpower, the Branch Officers can utilize the staff of one Branch to another, for the staff & SSO under their control. However, for such utilization, order has be issued by the Branch Officer under intimation to Administration Branch- II. (Format enclosed as Annexure -A)

The Administration Branch- II, in turn, shall assess the utilization of such staff in long term and consider his/her posting accordingly.

Hindi version will follow.

(गोपेश उपाध्याय / Gopesh Upadhyaya)  
सहा. निदेशक(प्रशासन) / Asstt. Director (Admn.)  
कृते क्षेत्रीय निदेशक /For Regional Director

### **Copy to:**

1. संबंधित शाखाए/ शाखा कार्यालय, क्षेत्रीय कार्यालय मुंबई /All Concerned Branches / Branch offices of Regional Office Mumbai.
2. निदेशक, विभागीय जाँच (प. अं)/ उप निदेशक, सतर्कता (प. अं)/ उप निदेशक,

प्राक्षेक्षण (प. अ) / (The Director, Dept. Enquiry (WZ)/Dy. Director, Vigilance (WZ).

3. महासचिव क. रा. बी. निगम कर्मचारी संघ /General Secretary, ESIC Employees' Union, Mumbai.
4. महासचिव क. रा. बी. निगम एस. सी. / एस. टी./ ओ. बी. सी. कर्मचारी एवं अधिकारी वेलफेयर एसोसिएशन, मुंबई / Secretary, ESIC SC/ST/OBC Employees' & Officers' Welfare Association, Mumbai.
5. कार्यालय आदेश फाइल/ वैयक्तिक फाइल O.O. File/ Personal file.
6. ICT शाखा, क्षेत्रिय कार्यालय मुंबई, esic वेबसाईट पर अपलोड करने हेतु / ICT Branch, RO Mumbai, to upload on ESIC website.
7. अप्पर आयुक्त के वैयक्तिक सचिव / P.S. to A.C.
8. Raj Bhasha Shakha for Hindi Translation