

## PARTICULARS OF THE SECTIONS 4 (1) (b) OF THE RIGHT TO INFORMATION ACT 2005 OF GOVERNMENT OF INDIA

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# **RIGHT TO INFORMATION ACT – 2005**

## **A-PERMANENT DOCUMENTS**

### **SECTION 4 (1) (b) (i) To (vii)**

**DEPARTMENT OF E . S . I . S .MEDICAL SERVICES,  
Rajajinagar, Bangalore – 560 010.**

**SECTION 4 (1) (b) (i)**  
**ORGANISATIONAL SET UP OF DEPARTMENT OF E.S.I.S.M. SERVICES**



**GOVERNMENT OF KARNATAKA**

Hon'ble Minister for Labour  
Chairman

**Regional Board**

Employers and Trade Union Leaders	Principal Secretary, Labour Director, ESIS (M) Services	Dy.Med.Commissioner Regional Director, Convenor
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Labour Department

Principal Secretary

**DEPARTMENT OF EMPLOYEE'S STATE INSURANCE MEDICAL SERVICES**

**Director**

**Deputy Director  
(Admn.)**

**Deputy Director  
(Prog.)**

**Administrative Officer**

**Accounts Officer**

**E.S.I.C Model  
Hospital Under  
the control of  
ESIC  
Med.Suptd.**

**E.S.I.Hosp.  
Indirangar.  
Med.Suptd.**

**ESI Hospital,  
Mysore  
Med. Suptd.**

**ESI Hospital,  
Mangalore.  
Med.Suptd.**

**ESI Hospital,  
Davanagere.  
Med.Suptd.**

**ESI Hospital,  
Hubli.  
Med. Suptd.**

**ESI Hospital,  
Belgaum.  
Med.Suptd.**

**ESI Hospital,  
Dandeli cum  
Dandeli  
Med.Suptd.**

**B.Gudi Diag.  
Centre,  
Bangalore.  
Med.Suptd.**

Dispensaries 24 + 5 dispensaries  
attached to Shahabad ESI  
Hospital  
Adm. Medical Officer

Dispensaries. 19  
Adm. Medical  
Officer

Dispensaries. 11  
Adm. Medical  
Officer

Dispensaries. 9  
Adm. Medical  
Officer

Dispensaries. 9  
Adm. Medical  
Officer

Dispensaries. 13  
Adm. Medical Officer

Dispensaries. 7  
Adm. Medical Officer

Dispensaries. 8  
Adm. Medical Officer

## **Section 4 (1) (b) (i) The Particulars of its organization, functions and duties:**

### **I DIRECTORATE**

1. Providing Medical Care facilities to the Insured Persons and their family members through ESI Hospitals, Dispensaries and sanctioning Tertiary level of treatment to the patients for Super Speciality Treatment.
2. Supply of Drugs, Chemicals, Instruments and Equipments etc., to the ESI Hospitals and Dispensaries.
3. Reimbursement for the Drugs & Instruments not available in the department
4. The Medical Board will fix the temporary disablement / permanent disablement benefits for the Insured Persons as per the rates fixed by the E.S.I. Corporation.
5. Implementation of National Health Programmes in the department:

### **II HOSPITALS**

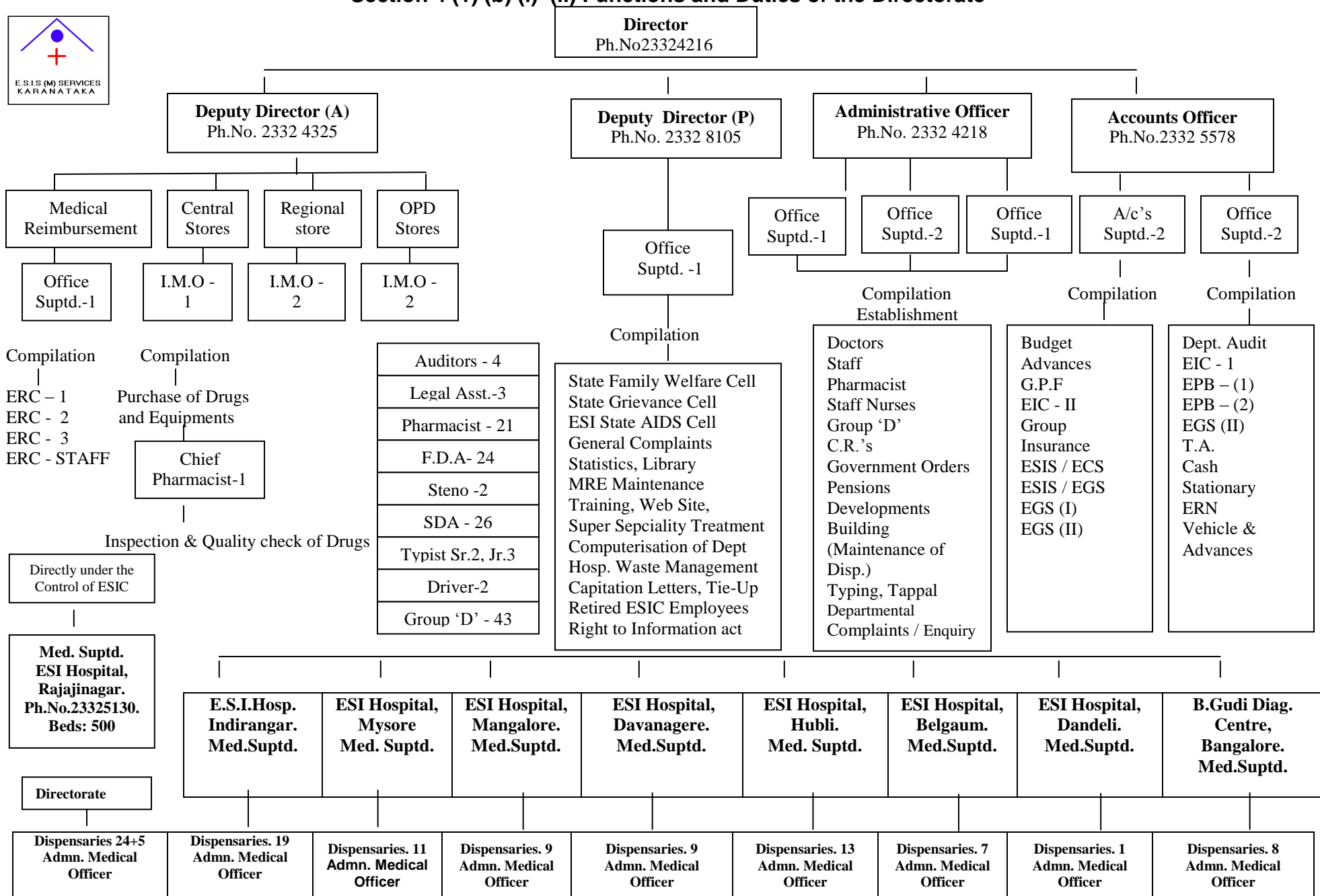
1. Providing Secondary level of treatment for the Patients referred from ESI Dispensaries such as, In Patients, Out Patients, Laboratory, Operations, Ambulance, Drugs and Dressings etc.,
2. Providing Ante Natal, Intrapartum and Post Natal Services.
3. Ambulance services in case of Accidents and Emergencies.
4. Implementation of National Health Programmes
5. Referring the patients to the Super Speciality Treatment or for the facilities, which are not available in the hospitals.
6. Medical Certification
7. Health Education

### **III DISPENSARIES**

1. Providing Primary Health Care to the Insured Persons and their family members.
2. Out patient treatment, Free supply of Drugs, Injections, Dressings etc.,
3. Implementation of National Programmes.
4. Referral System to ESI Diagnostic Centre and ESI Hospital
5. Medical Reimbursement for the Drugs and Equipments, which are not available in the ESI Hospitals.
6. Medical Certification and Health Education.



## Section 4 (1) (b) (i) (ii) Functions and Duties of the Directorate



## **Section 4 (1) (b) (ii) Power and Duties of Officers and Employees**

### **1) DIRECTOR:**

1. Director is the advisor to the Government for the implementation of Employees State Insurance Medical Services (E.S.I.S.M) in the state.
2. Director has to implement the policies and orders and orders issued by the Government thereon.
3. Director has to implement the policies and guidelines issued by the E.S.I. Corporation established under the provisions of E.S.I. Act of 1948.
4. Director is head of the department for Insurance Medical Services in the state in terms of various service rules, Civil Service Regulations, Financial code and other statutory rules of the State Government in the day-to-day administration.
5. Director is responsible for proper and efficient functioning of the programme through the network of E.S.I.Hospitals and Dispensaries.
6. Director is responsible for the overall discipline of the staff working in the department.
7. Director is responsible for planning, organizing and implementing the programmes.
8. Director is the Chairman / Chairperson for the Purchase Committee in the Department for the purchase of Drugs, Chemicals and Instruments.
9. Director is responsible for the utilization of appropriations made available for the department by following the financial disciplines and the financial powers delegated to him / her by the Government from time to time.
10. Director will ensure that the Hospitals and Dispensaries render proper and satisfactory medical care to the insured persons and their families by providing necessary manpower and materials in time and solve the problems if any, in the implementation of the scheme.
11. Director will provide the required technical support for the hospitals and dispensaries under his / her control.
12. Director will inspect the hospitals and dispensaries whenever possible for on the spot working conditions and guide them for the improvement of working conditions.

13. Director will ensure discipline of the staff working in the Medical Institutions and take prompt action to control the indiscipline found at any level.
14. Director will operate the powers vested on him / her as per civil services (classification, control and appeal) Rules wherever required to be followed. He / She shall also operate the powers vested under various service Rules to settle the service matters of the employees working in the department.
15. Being Head of the Department, he / she will tour to inspect the hospitals and dispensaries and take action within the powers vested on him / her. In other cases, he / she will approach the Government for proper guidelines and orders.
16. In case of any support in technical matters regarding provision of medical care supply of vaccines, analysis of drugs, maintenance of vehicle etc., he / she will take the advise of the Director of Medical Education, the Drug Controller and Director of Health & Family Welfare Services etc.
17. Director is accountable to the Government in all-administrative and financial matters and follow the orders of Government in case of missions or commission.
18. Director is accountable to the E.S.I. Corporation for the proper functioning of the scheme in the state, as per the policies laid down by the corporation.
19. Director will rend proper account for expenditure with the audited figures from the Accountant General and claim the State Government share promptly.
20. Programme Director for ESI State AIDS Cell.
21. Chairperson for State Grievance Cell

**OTHER FUNCTIONS:**

22. Director is the “Public Authority” for the Right to Information Act under 5 and 5(1) of Govt. of India
23. Director is also ex-officio member of the Medical Benefit Council of E.S.I. Corporation, New Delhi.
24. Director is the ex-officio member of the Regional Board of E.S.I.C. Karnataka and member for ESIC Construction review committee.
25. Director will also discharge the duties assigned whenever he is appointed as member of any committee of ESI Corporation / State Government.
26. Director is chairperson for the Medical Board in Karnataka Region.
27. Any work entrusted by the Government to improve the Department.

## **2 DEPUTY DIRECTOR (ADMINISTRATION)**

1. Deputy Director (Administration) is and will be assisting the Director in purchase, distribution of Drugs Chemicals and Instruments to the E.S.I. Dispensaries, Diagnostic Centre and Hospitals in Karnataka.
2. Deputy Director (Administration) is the Member Secretary for the Purchase Committee in the Department for the purchase of Drugs, Chemicals and Instruments.
3. Deputy Director (Administration) will consolidate the indents of Drugs, Chemicals and Instruments from the ESI Hospitals and present before the Purchase Committee for approval.
4. Deputy Director (Administration) is in charge of the Medical Reimbursement section of Insured Persons and family members and also department staff working in Karnataka.
5. Deputy Director (Administration) will inspect Dispensaries and Hospitals to improve the administration by submitting inspection report to the Director.
6. Deputy Director (Administration) is in charge of the Central Stores attached to ESI Directorate, Regional Stores and OPD Stores for the Dispensaries attached to ESIC Model Hospital, Rajajinagar, Bangalore – 560 010.
7. Deputy Director (Administration) will assist the Director in finalizing the quotations and the tenders, for procuring the equipments & furniture,
8. Deputy Director (Administration) is the Chairman for “Condemnation Committee”.
9. Deputy Director (Administration) is the Chairman for Special Scrutiny Committee.
10. Deputy Director (Administration) is “State Information Officer” for the Dispensaries attached to ESIC Model Hospital, Rajajinagar under Right to Information Act of Government of India.
11. Any work entrusted by the Director to improve the Department.



### **3 DEPUTY DIRECTOR (PROGRAMME)**

1. Deputy Director (Programme) will assist the Director, in the implementation of family welfare and other National Health Programmes in the E.S.I. Hospitals and Institutions. Deputy Director (Programme) is the programme officer for the implementation of the said programmes.
2. Deputy Director (Programme) will visit the hospitals and dispensaries whenever necessary to ensure proper implementation of the National Health Programmes.
3. Deputy Director (Programme) ensures the supply of drugs and other equipments to the institutions required for the programme.
4. Deputy Director (Programme) will monitor the progress and performances achieved under each National Health Programme activities.
5. Deputy Director (Programme) will keep liaison with the Director of Family Welfare and Director of Health in the implementation of the programmes.
6. Deputy Director (Programme) will obtain the reports of progress in each of the said programmes to be included in state progress reports.
7. Deputy Director (Programme) ensures proper maintenance of records and reports as prescribed under each programme.
8. Deputy Director (Programme) is and will be assisting the Director for tie – up arrangements with Private Hospitals and Nursing Homes in the State.
9. Deputy Director (Programme) is and will be assisting the Director for sanction of Super Speciality Bills.
10. Deputy Director (Programme) is authorized by the Director to issue Capitation and regularization letters to the Major Hospitals and Super Speciality Hospitals.
11. Deputy Director (Programme) is and will be assisting the Director for Computerisation of the Department and Establishing Libraries in the Department.
12. Deputy Director (Programme) is the Member Secretary for Special Scrutiny Committee
13. Deputy Director (Programme) is in charge of statistics of the Department.
14. Deputy Director (Programme) is the programme executive for the ESI State AIDS Cell.
15. Deputy Director (Programme) is in charge of the State Family Welfare Cell.
16. Deputy Director (Programme) is Member Secretary for State Grievance Cell.
17. Deputy Director (Programme) is Member Secretary for the Committee for Sexual Harassment of Women in work places.

18. Deputy Director (Programme) is the Chief Information Officer for E-Governance, Web Site.
19. Deputy Director (Programme) will assist the Director in implementing Insurance Medical Practitioner System (IMP).
20. Deputy Director (Programme) shall assist the Director to organize/ depute all categories (A, B, C and D) staff for all type of Training Programmes.
21. Deputy Director (Programme) shall assist the Director to organize Health Check up Camps/Blood Donation Camp/ any Speciality Check up Camps Ex: Eye, ENT, Heart Diseases, Gynaecology etc.,
22. Any work entrusted by the Government / Director.

#### **4 ADMINISTRATIVE OFFICER:**

1. Administrative Officer will assist the Director in smooth administration of the Department.
2. Administrative Officer will assist the Director in maintenance of Service Registers (S.R's.), Leave Calculations, Pension Papers, Roaster system Register etc., of both gazetted and non-gazetted officer working in the department.
3. Administrative Officer will maintain the S.R's of Group 'C' and Group 'D' officials working in the Directorate and also sanctioning Casual Leaves (C.L.), Earned Leave (E.L.) and Committed Leave.
4. Administrative Officer will assist the Director in correspondence of Legal Matters and also Court Matters.
5. Administrative Officer will assist the Director in answering the Legislature Assembly / Council and Parliament questions.
6. Administrative Officer will assist the Director in development of the Department.
7. Administrative Officer will assist the Director in maintenance of the Records of the Directorate and the Department.
8. Administrative Officer will assist the Director in circulating Government Orders and other departmental circulars to the subordinate offices.
9. Administrative Officer will assist the Director in maintenance of Gradation list, Time Bond Promotion of the staff working in the department.

10. Administrative Officer will assist the Director in Amendments of Cadre & Recruitment Rules from time to time.
11. Administrative Officer will assist the Director in endorsing the Government Orders, Office Memorandums and Circulars.
12. Administrative Officer will assist the Director in maintenance of Human Resource Data Base.
13. Administrative Officer will assist the Director in conducting the Departmental enquires of staff working in the Department.
14. Administrative Officer will assist the Director in taking administrative decisions in accounts matter.
15. Administrative Officer will write Confidential Reports of the staff working in Directorate of E.S.I.S. Medical Services.
16. Administrative Officer will assist the Director in acquiring suitable land for the construction of buildings for E.S.I Dispensaries, Hospitals and Staff Quarters.
17. Administrative Officer will assist the Director in getting the plans for the buildings, repairs and maintenance of the buildings, which are executed by the E.S.I. Corporation.
18. Administrative Officer will be the Estate Officer for the existing buildings of the department in their maintenance.
19. Administrative Officer is responsible for the fixing of rents of private buildings, which are taken for locating E.S.I. dispensaries and deal with all the problems related to rents.
20. Administrative Officer has power of eviction of unauthorized occupants in E.S.I. Staff Quarters.
21. Administrative Officer is Assistant Information Officer for the Directorate under Right to Information Act.

## **5. ACCOUNTS OFFICER:**

1. Drawing and disbursing power in the Directorate as per provision under Article 24 (f) of K.F.C.
2. Scrutiny of all A.C. Bill claims required to be sanctioned by the controlling authority.
3. Re-conciliation of departmental figures of receipts and expenditure with those of Accountant General.
4. Watching process of expenditure relating to plan schemes and claiming of Central Assistance or other grants wherever due.
5. Disposal of Audit Reports and objection statements issued by the Accountant General.
6. Attending to matters connected with the appropriation of Accounts and Audit reports and the Public Accounts Committee.
7. Local inspection of Accounts of stores and stock in the central stores of the directorate and in the subordinate Hospitals and in the Dispensaries.
8. Physical verification of stocks at random whenever possible and reporting cases of surplus and un-serviceable stock to the Director.
9. Scrutiny of Comparative Statements of tenders and rate contract items relating to supplies (Drugs, Dressing Materials & Equipments) services in the Department.
10. Furnishing opinion on all proposals having financial implications.
11. Matters pertaining to Grants-in-Aid, loans, advances and P.F. Accounts, Refunds, Writes off and Earnest money Deposits.
12. To Scrutiny the T.A. Claims of Gazetted Government servants required to be counter-signed by the controlling Authority.
13. He / She is the Drawing and Disbursing Officer for all the claims of the office staff working in the Directorate and maintain the relevant records like cash book etc.,
14. Prepare the budget and revised estimates of the department and ensure the distribution of budgets to the other subordinate officers in the department.

15. Prepare the number statement of the department and initiate action for re-appropriation of funds whenever necessary.
16. Obtain the expenditure statements from the subordinate Drawing Officers and get them verified with the figures of Accountant General.
17. Raise the reimbursement claims from the E.S.I. Corporation and take follow-up action for receipt of the claims.
18. Maintain records of cash register, expenditure registers and other records relating to cash drawn and disbursements.
19. Any work entrusted by the Director.

**6. INSURANCE MEDICAL OFFICER (I.M.O.) -- CENTRAL STORES:**

1. Receiving the indent copies of drugs from Regional Stores of all the E.S.I. Hospitals, consolidating these indents and assisting the higher authorities to submit the consolidated indent to the Purchase Committee for scrutinisation and finalisation of quantity of drugs to be procured.
2. Assisting the higher authorities to put forth the purchase order of drugs to the respective companies and concerned Regional Stores.
3. Receiving the indent copies of Instruments from Hospitals and Dispensaries, consolidating these indents and assisting the higher authorities in scrutinisation of these indents and purchase orders to the respective company to the concerned Regional Stores.
4. Receiving samples of Tenders and submitting it to the Technical Advisory Committee to take their valuable opinion and assisting the higher authorities to finalise the Tender process.
5. Receiving the drugs of the Central Stores like Tab. Sandimum Neoral, Inj. Botax etc., certifying and taking it to the stock and supplying the drugs to the concerned Dispensary / OPD Sub-Stores after receiving their indent following the Rules and Regulations and obtaining the permission from higher authorities.
6. Maintenance of list of Sub standard Drugs and communicating the respective companies about the drug analysis.
7. Corresponding with the concerned companies for replacement of sub-standard drugs and to take appropriate steps in case they fail to do so.
8. Carrying out the orders of the Director from time to time.

## **7. INSURANCE MEDICAL OFFICER (I.M.O) -- REGIONAL STORES:**

1. Scrutiny and Consolidating of indent copies of Drugs / Instruments received from dispensaries.
2. Receiving, verifying the seal, shelf life and expiry date of the drugs.
3. Taking the drugs into stock that are supplied to Regional Store.
4. Verifying the bills of drugs and instruments and submitting the same to the Directorate
5. Distribution of drugs and instruments to concerned Hospitals / dispensaries as per their indent.
6. Assisting the Drug Inspector in selecting the samples of drugs for analysis
7. Sending 10% of the samples of drugs randomly selected to the Central Stores for drug analysis.
8. Circulating the copies of Sub-Standard drugs to all the dispensaries.
9. Collecting and destroying of Sub-Standard drugs as per the procedure.
10. Maintenance of list of Sub standard Drugs and communicating the respective companies about the drug analysis and intimating the same to Central Stores.
11. Corresponding Periodic inspection of the Drugs Stock Register and Delivery Notes in the Regional Stores maintained by the Pharmacists.
12. Supervising the work of Pharmacists and Group 'D' working in the Regional Stores.
13. Maintenance of proper "cold chain system" for certain drugs like ARV, T.T and Insulin.
14. Any work entrusted by the higher authorities.

## **8. INSURANCE MEDICAL OFFICER (I.M.O). -- SUB STORES:**

1. Preparation and finalization of the indent of drugs depending on the requirement.
2. To keep a watch over the movement of drugs
3. Maintenance of stock register and expiry drugs register.
4. Periodic inspection of the stock book, specialists referral slips (according to Dispensaries)
5. Maintenance of Dispensary wise list of Chronic Disease patients.
6. Submitting the monthly expenditure of the drugs to the Directorate.
7. Supervision the work of staff working in the sub-stores.
8. In case of excess or shortage of drugs to contact other Regional Stores and other Hospitals, Dispensaries and to take suitable actions.
9. Maintenance of proper “cold chain system” for certain drugs like ARV, T.T and Insulin.
10. Random verification of the referral slips from the specialists for misappropriation of drug prescription.
11. Any work entrusted by higher authorities.

## **9. ASSISTANT ADMINISTRATIVE OFFICER :**

1. He should work as a Manager of ESI Directorate.
2. He should assist Administrative Officer in respect of Administrative matters in Department.
3. He should scrutinize all establishment files and he has to scrutinize the Departmental Enquiry / Court cases files.
4. Any work entrusted by higher authorities.

#### **10. CHIEF PHARMACIST CENTRAL STORES:**

1. Receiving and sending the samples of Drugs which are supplied to the ESI Hospitals for qualitative analysis to the Drug Control Department and Government approved private laboratories and obtaining their results.
2. The Drugs, which are declared as sub-standard, have to be intimated to all the Regional Stores with the concerned companies to replace the substandard drugs and maintaining these records.
3. Preparing the indent copy of drugs, which are present in the ESIC Rate Contract List and submitting to all the ESI Hospitals and Dispensaries.
4. Assisting the Director in framing the rules and regulations, terms and conditions of the tender for the procurement of Drugs, Surgical Disposables and Suture Materials etc.
5. Inspection of Regional Stores, Hospitals and Dispensaries and reporting it to the higher authorities.
6. Receiving the indent copies of drugs from Regional Stores of all the E.S.I. Hospitals, consolidating these indents and assisting the higher authorities so as to put forth to the Purchase Committee for scrutinisation and finalisation of quantity of drugs to be procured.
7. Work entrusted by the Director.

#### **11. AUDIT OFFICER**

1. He / She shall be well conversant with all the financial rules and audit procedures.
2. Conduct audit of the accounts maintained by the subordinate drawing officers and bring to the notice of the Director if any irregularities found in the audit in the form of report for information and further action.
3. Follow up and further action for rectification of defects and irregularities noted in the audit reports, after furnishing a copy of the audit report to the concerned officer.



## **12.ACCOUNTS SUPERINTENDENTS**

### **a) DIRECTORATE:**

1. The Accounts Superintendent assist the Accounts Officer in preparing the budget and revenue receipt of department and releasing of budget. Watching of expenditure and reconciliation of expenditure. Accounts Superintendent should keep update rules and regulations and assist the Accounts Officer in keeping update Departmental accounts, sanctioning of pension papers and processing.

### **b) AUDIT:**

1. The Accounts Superintendent to take up audit of the Dispensaries.
2. The Accounts Superintendent must report the working condition and also the maintenance of the Dispensary and Hospital to the Director, particularly regarding the accounts and maintenance of records.
3. Work entrusted by the higher officers.

## **13.OFFICE SUPERINTENDENT:**

1. The Superintendent shall\all be primarily responsible for the efficiency of his section are accurate and conform to the rules and procedure. He shall scrutinize all the papers and files before they are submitted to the higher officers. The Superintendent shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them to put up the cases in accordance with the rules. He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section. He shall control the movements of the Officials. He shall arrange for distribution of work among the caseworkers in consultation with the concerned officer. He shall maintain guard file of his section. He shall ensure that all registers, diaries and files are maintained properly by the caseworkers of his section. He shall mark the tappals to the concerned caseworkers. He shall supervise his section and submit report to his immediate officers. He shall sign and issue acknowledges letters.
2. Work entrusted by the higher officers.

#### **14. FIRST DIVISION ASSISTANT / SECOND DIVISION ASSISTANT:**

1. The First Division / Second Division Assistant works under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each assistant will be allotted certain subject to deal with. His duties mainly are as follows:
  - a. To maintain the case Dairy.
  - b. To examine and put up notes and drafts promptly to the Superintendent after recording paging index
  - c. To maintain the various registers prescribed under the rules of Office procedure.
  - d. To ensure that the notes submitted in the files are neat and tidy and as per rules.
2. Work entrusted by the higher officers.

#### **15. PHARMACIST:**

##### **a. Central Stores:**

1. Preparation of indents copies of drugs as per ESIC RC.
2. Dispatch of indent copies of drugs to all the dispensaries, Regional Stores and Hospitals.
3. Consolidation of indent copies of drugs received from all the Regional Stores.
4. Placing the orders of drugs purchase to the respective companies to be supplied to the concerned Regional Stores after obtaining the concurrence of the Purchase Committee.
5. Purchase of Super Speciality drugs like Cyclosporine, Inj. Botox etc., taking them in to stock and dispensing it to the concerned dispensaries after following all the procedures.
6. Maintenance of Day Book.
7. Carrying out the orders given by the higher authorities.

**b. Regional Stores:**

He / She shall be responsible for the updated maintenance of the records and registers under the guidance of Insurance Medical Officer.

1. Preparation of Indent of drugs and others based on the indents received from E.S.I. Dispensaries and OPD Stores consumption and submitting the same to the Director.
2. Receiving the drugs from the suppliers as per the purchase orders and submitting the bills to the Director after proper verification and entry in the Stock Register.
3. The Pharmacist shall hold the responsibility of maintaining the stocks register.
4. The Pharmacist shall maintain the stock of drugs, expiry date register.
5. The Pharmacist shall make arrangements for sampling and sending for testing as per guidelines issued from to time with the concurrence of the Officer Incharge of the store.
6. Maintenance of expiry date register.
7. Any work entrusted by the higher authorities.

**c. OPD Stores:**

He shall be responsible for the updated maintenance of the records and registers under the guidance of Insurance Medical Officer.

1. Preparation of Indent of drugs and others based on the consumption and submitting the same to the officer In-charge.
2. Receiving of drugs to the stores based on the requirements with prior permission of the officer in charge.
3. The Pharmacist shall hold the responsibility of maintaining the stocks received to their counters.
4. Issue to the counters after the approval of the officer in charge of stores.
5. Maintenance of expiry date register.

6. Inventory register pertaining to stores.
7. Pharmacist in the Counter will issue drugs to the patients on Doctors Prescription.
8. Updating counter stocks day to day
9. Maintaining of prescription and counter stock register.
10. Any work entrusted by the higher authorities.

#### **11. STENOGRAPHER**

1. Stenographer is generally employed on Stenographic work. He may be called upon whenever necessary to assist in typing work particularly of confidential papers. A Stenographer attached to an officer may also be required to act as Personal Assistant.
2. Work entrusted by the higher officers.

#### **12. SENIOR TYPIST / TYPIST:**

1. The Typists to type both on computer and typewriter neatly and accurately all letters marked to him / her
2. To take out number of copies required.
3. Stenciling when the number of copies required are more than ten.
4. Typist shall compare fare copies before they are returned to the caseworkers.
5. To maintain the work dairy in the prescribed proforma.
6. Draft shall be typed giving wide margin for effecting necessary correction.
7. Work entrusted by the higher officers.

**13. GROUP “D” OFFICIALS (DAFEDAR / JAMEDAR / ATTENDERS / PEON / WATCHMAN / WARD BOY / SANITARY WORKER / GARDNER / WATERMAN / CLEANER)**

1. Carrying a file to one section to another or from one caseworker to another etc., tappals from one office to another / distribution of tappals in the town / city area.
2. Stitching the files / bundles / Carrying and distribution of stationary and making envelopes whenever necessary.
3. Arranging the furniture
4. Working in the Central Stores, Regional Stores, Sub stores, OPD Stores, Stationary should load and unload the articles coming to the above centers and also distribution of the Drugs and Equipments.
5. Keeping the office premises clean. They shall sweep or wipe with wet cloth / jute cloth the room, verandahs, steps etc., allotted to the, well before starting of office working hours and also during office timings if need be they shall carry the waste / rubbish for disposal outside the department under the supervision of the Superintendent.

## **Section 4 (1) (b) (iii) The Procedure followed in the decision making process, including channels of Supervision and Accountability:**

**The Tappal section** of the Institution receives the papers by Post or Muddam. Then the Head of the Institution look to the Papers. Then it will go to the Office Superintendent in-charge of the Tappal Section it will be numbered and distributes to the concerned officers, Office Superintendents and finally to the case workers.

**The Case Worker** enters the paper in the prescribed register and gives a section number. If it is an old paper or old subject he will put up the file on an existing file, if it is a new paper or new subject he will open a new file. The caseworker will process the file. While processing, they will high lights the facts, rules and regulations and permeability of Rules and Regulations in the office note and submit the files to the Office Superintendent for further guidance.

**The Office Superintendent** attend the files submitted by the Case Worker, examine the Office note with respect to relevant rules, verify the official language and submit the files to the higher authority with additional notes (if required). (In Medical Stores the files will be submitted to the higher authorities through the Insurance Medical Officers).

**The higher authorities** (Deputy Director / Deputy Director / Administrative Officer /Accounts Officer) will study the files and submit the files to the Director after Correction (if necessary).

**The Director** will decide on the issue and return the file to the concerned section. If it is policy decision the file will be submitted to the Principal Secretary for a final decision / guidance.

## **Section 4 (1) (b) (iv) The Norms set by it for the Discharge of its Functions:**

The Department of E.S.I.S. Medical Services, mainly functions according to KCSR, Government Orders Circulars and Guidelines issued by the ESI Corporation.

**Section 4 (1) (b) (v) The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging functions.**

1. Karnataka Civil Services Rules – 1958
2. Karnataka Financial Code 1958
3. Karnataka Treasury Code 1958
4. Budget Manual
5. Manual of Contingency Expenditure 1958
6. Karnataka Civil Service Rules (Classification, Control and Appeal) 1957
7. Conduct Rules 1966
8. Karnataka Civil Services (General Recruitment) Rules – 1977
9. Karnataka Civil Services Probationary Rules – 1977
10. Karnataka Government Servant Seniority Rules – 1957
11. Karnataka State Transparency Act 2000
12. Relevant Government Notifications and Orders.
13. Karnataka Civil Services (Regulation of Promotion Pay and Pension Act 1973 and Rules 1978, Rules, General Recruitment Rules – 1977
14. Karnataka Civil Services (Confidential Reports) Rules 1985
15. E.S.I. Act 1948
16. E.S.I. Medical Manual – 2002
17. E.S.I.C. Rate Contract List
18. E.S.I. Panel System Guidelines
19. E.S.I. Medical Benefit Rules 1953 (E.S.I. Pharmacopoeia)
20. ESIC Norms and Standards of Staff and Equipments for E.S.I. Hospitals and Dispensaries.
21. General Circulars issued by Government of Karnataka and E.S.I. Corporation.

**Section 4 (1) (b) (vi) A Statement of the categories of the documents that are to held by it or under control:**

1. Attendance Registers
2. Movement Registers
1. Casual Leave Registers
2. Letter inward Registers
3. Postal Stamp Account Registers
4. Letter outward Registers
5. Tappal Issue acknowledgement Registers
6. Muddam Registers
7. Files sending Registers
8. Case worker personal Diary / case Registers
9. Budget Release Registers
10. Salary Disbursement Registers
11. Advance Sanction Registers
12. A.G. Audit observation Compliance Report Registers
13. Cash Books / Token Book
14. Encashment Registers
15. Main Stock Registers
16. Drug / Injection / Equipment Issue Registers / Drug Expiry Register
17. D.C. Bill Registers / A.C. Bill Registers
18. Treasury Remittance Registers
19. Income Tax Remittance Registers
20. Inventory Registers / Recovery Registers
21. Expenditure Registers / Reconciliation
22. Office Orders Maintenance Registers
23. Medical Reimbursement Registers
24. OPD Issue Registers
25. Permanent Advance Registers
26. Telephone Registers
27. Medical Certificate Register– 5 Registers
28. Visitors Registers / Minute Register
29. Inspection Report Registers
30. MRE Live List
31. MRE Turn over Registers
32. Rented building Registers
33. Quarters allotment Registers (Only in Directorate & Hospitals)
34. Stationary Registers (Only in Directorate & Hospitals)
35. Promotional / Roaster Registers (Only in Directorate)
36. Special State Gazette (Only in Directorate)
37. Vehicle Log Book (Where the vehicle is allotted)
38. Register – Concerned Section and Section Department



**Section 4 (1) (b) (vii) The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:**

No arrangement exists for consultation with public, before formulation of policy or before implementation.

# **RIGHT TO INFORMATION ACT – 2005**

## **B-TEMPORARY DOCUMENTS**

### **SECTION 4 (1) (b) (viii) To (xvii)**

**DEPARTMENT OF E . S . I . S .MEDICAL SERVICES,**  
Rajajinagar, Bangalore – 560 010.

## **Section 4 (1) (b) (viii) A Statement of Boards, Councils, Committees and other Bodies:**

1. Regional Board
2. Local Committee
3. State Level Executive Committee.
4. Purchase Committee
5. Special Scrutiny Committee for Super Speciality
6. Committee for Sexual Harassment of Women in work place
7. State Grievance Cell
8. Hospital Vigilance Committee

### **NOTE:**

1. S.E.C constituted vide letter No. V-14/11/15/2014-Med.I (policy) dt:29-08-2014
2. Regional Board and Local Committees are formed as per the ESI Act 1948.
3. Construction Review Committee, Purchase Committee, Special Scrutiny Committee and Hospital Vigilance Committee are formed by the Government
4. Committee for Sexual Harassment of Women in work place as per the Direction of the Supreme Court and State Grievance Cell are formed by the Director

Grievance Cell Committee is open to the public and the minutes of the Grievance Cell Committee are accessible to the Public. Whereas minutes of other Committees are not open to the Public and the minutes are not accessible to the public.

**RTI Section 4(b)(IX) Directory of Officers and Employees for the year 2016-17  
(as on 31-03-2017)**

**AND**

**Section 4 (1) (b) (ix) Directory of Officers and Employees and Section 4 (1) (b) (x)  
Monthly Remuneration received by Officers and Employees:**

<b>Sl. No.</b>	<b>Name of the Officer/official</b>	<b>Designation</b>	<b>Date of working in the Present Place</b>	<b>Telephone No. Office/Residence</b>	<b>Gross Salary</b>
	<b>ESI Directorate, Rajajinagar</b>			<b>23324218</b>	
1	<b>Dr. G. Vanajakshi</b>	<b>Director (I/c)</b>	23/12/2016	<b>23324216</b>	152728
2	Dr. D.S. Kumar	Dy. Director (Prog.)	12/01/2015	23328105	150990
3	Dr. Mohamed Shakeel Ahamed G.K.	Senior Specialist	07/06/2006	23324218	125961
4	Dr. V. Pushpalatha	Sr. I.M.O.	01/06/2005	23324218	106240
5	Dr. B.P. Mahesh	Jr. Specialist	17/07/2010	23324218	84649
6	Dr. Kanthi G.	Chief Dental Surgeon	02/08/2016	23324218	128240
7	Sri L.V. Umapathi	Accounts Officer	08/06/2016	23325578	66533
8	Sri K. Ravi	Audit Officer	13/06/2016	23324218	51682
9	Sri.Jayanna B.	Asst. Admin. Officer	04/07/2011	23324218	55840
10	Sri H.V. Ravindra	Off. Supdtd	18/07/2008	23324218	51732
11	Sri. Ramesh Kumar B.P.	Off. Supdtd	06/06/2006	23324218	53118
12	Sri. Varada Raju	Off. Supdtd	20/03/2013	23324218	42030
13	Sri. B. Panchakshari	Off. Supdtd	07/02/2012	23324218	51832
14	Sri Srinivasarao H.D. Desai	Off. Supdtd	23/11/2011	23324218	51232
15	Sri S. Anilkumar	Off. Supdtd	06/01/2016	23324218	35466
16	Smt. K. Sowbhagya	F.D.A.	10/01/2014	23324218	39451
17	Sri. Ramachandrachar	F.D.A.	10/01/2014	23324218	39951
18	Smt. Lakshmidevi J.	F.D.A.	10/01/2014	23324218	36333
19	Sri. Alwyn S.	F.D.A	10/01/2014	23324218	34234
20	Sri. Kumara Hegde S.	F.D.A.	10/01/2014	23324218	34409

21	Sri. J. Panduranga	F.D.A.	03/03/2014	23324218	33368
22	Sri. B.V. Achutta	F.D.A.	28/03/2012	23324218	40566
23	Sri. G. Chandrashekar	F.D.A.	10/01/2014	23324218	37872
24	Sri. Ganapathi Kammar	F.D.A.	10/01/2014	23324218	36908
25	Kum. S. Jayalaxmi	F.D.A.	18/12/2015	23324218	28363
26	Sri B.S. Sunil kumar	F.D.A.	24/08/2016	23324218	28370
27	Sri G. Satish Babu	F.D.A.	13/01/2014	23324218	34734
28	Sri Girish kumar P.	F.D.A	02/03/2012	23324218	28863
29	Kum. Poornima G.	F.D.A.	03/11/2016	23324218	25658
30	Sri Mohammed Hussain M. Nidagundi	S.D.A.	18/06/2012	23324218	22992
31	Sri A.S. Nayamuddin	S.D.A.	11/11/2010	23324218	23173
32	Smt. Nandini M.V.	S.D.A.	17/11/2013	23324218	22992
33	Smt. S.R. Yashoda	S.D.A.	09/05/2012	23324218	22106
34	Sri Ismail	S.D.A.	08/10/2016	23324218	21756
35	Kum. Nikhitha Pearlyn S.	S.D.A.	21/08/2012	23324218	21606
36	Sri Ananda L.	S.D.A.	20/01/2014	23324218	21173
37	Sri Vinay G.	S.D.A.	19/09/2016	23324218	20547
38	Kum. Anusha K.B.	S.D.A.	19/10/2016	23324218	20547
39	Kum. P. Pariveeta	S.D.A.	07/11/2016	23324218	20547
40	Smt. Rathnamma H.	Stenographer	17/12/2015	23324218	29191
41	Sri. N. Gopinath	Sr. Typist	20/04/2000	23324218	44167
42	Smt. Savithri K.S.	Sr. Typist	20/04/2000	23324218	43917
43	Smt. Shakunthamma	Sr. Typist	28/10/2009	23324218	43205
44	Sri Narasimhalu	Typist	02/07/2011	23324218	29191
45	Sri. S.R. Biradar	Sr. Pharmacist	23/02/2011	23324218	65037
46	Sri. M.N. Ranagaswamy	Sr. Pharmacist	19/08/2016	23324218	65087
47	Sri. Satish kumar	Sr. Pharmacist	10/08/2016	23324218	63378
48	Sri B. Mohan	Sr. Pharmacist	10/08/2016	23324218	64469
49	Sri S.S. Raghunatha	Sr. Pharmacist	31/05/2016	23324218	64344

50	Sri. Ashok kumar G. Chawla	Pharmacist	12/07/1998	23324218	45938
51	Sri. K. Narase Gowda	Pharmacist	17/07/2000	23324218	44420
52	Smt. B.S. Usha	Pharmacist	13/10/2006	23324218	44320
53	Sri S. Nagesh	Pharmacist	26/11/2011	23324218	44320
54	Sri. J.D. Vijayakrishna	Pharmacist	24/05/2005	23324218	65730
55	Sri. Wajeed Ali	Pharmacist	25/05/2005	23324218	65130
56	Sri. Ravishankar S. Hongal	Pharmacist	01/06/2005	23324218	55928
57	Smt. K. Renuka	Pharmacist	07/06/2005	23324218	44420
58	Smt. K. Rekha	Pharmacist	17/06/2005	23324218	44320
59	Smt. C.R. Lalitha	Pharmacist	02/06/2005	23324218	44545
60	Kum. S. Sheeba	Pharmacist	08/07/2015	23324218	30287
61	Smt. K. Sumithra	Pharmacist	14/07/2015	23324218	30287
62	Smt. Veena R.	Pharmacist	17/08/2016	23324218	57414
63	Sri. D. Shivakumar	Driver	05/06/2002	23324218	34297
64	Sri K. Shankaregowda	Group D	25/06/2015	23324218	40698
65	Smt. Buddima Begum	Group D	01/07/2009	23324218	27995
66	Sri Gopalakrishna C	Group D	15/07/2011	23324218	27902
67	Sri Krishna Murthy	Group D	30/07/2016	23324218	36031
68	Smt. Radhamani K.R.	Group D	01/07/2009	23324218	27302
69	Sri S. Byrappa	Group D	30/07/2016	23324218	36081
70	Sri. Suresh A.V.	Group D	03/06/1994	23324218	35946
71	Sri T. Rajanna	Group D	01/07/2006	23324218	32413
72	Sri Ranghanatha Kumar	Group D	14/07/2006	23324218	20719
73	Sri. Srinivasan S.	Group D	03/02/1992	23324218	29381
74	Kum. Pallavi K.	Group D	27/04/2015	23324218	17254
75	Sri Santhosh	Group D	11/05/2015	23324218	17754
76	Kum. Joypriya	Group D	22/04/2015	23324218	17754

**Section 4 (1) (b) (xi) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made 2016-17**

Rs. In Lakhs				
Sl. No.	Head of Account	Particulars of Budget allocated (Plans & Non Plan)	Expenditure	Achievement
1	2210-01-102-0-01 (Non-Plan)	24334.00	21538.43	<b>90.61 %</b>
2	2210-01-102-0-01 (Plan)	10371.00	9915.42	
3	2210-10-101-2-03 (Non-Plan)	17.00	10.57	
<b>TOTAL</b>		<b>34722.00</b>	<b>31464.42</b>	

**Section 4 (1) (b) (xii) The Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

**NO SUBSIDY PROGRAMMES**



**Section 4 (1) (b) (xiii) The Particulars of recipients of  
Concessions, permits or  
Authorizations granted by it:**

**NIL**

**Section 4 (1) (b) (xiv) Details in respect of the  
information available to or held by  
it, reduced in an electronic form**

**- Available in Web Site -**

[www.karnataka.gov.in/esisms](http://www.karnataka.gov.in/esisms)