



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



पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली  
**Panchdeep Bhawan, CIG Marg, New Delhi-02**  
**Website : [www.esic.nic.in](http://www.esic.nic.in)**

To,  
 The Regional Director,  
 ESI Corporation,  
 Regional Office,  
 Assam

**Subject: - Setting up 5 (Five) Camp-Cum-Liaison Offices in Arunachal Pradesh, Manipur, Meghalaya, Nagaland and Tripura.**

Sir/Madam,

It is being informed that in order bring ESI services closer to Insured Persons (IPs) for greater convenience, better coordination between the Corporation and the State Govt. / ESI stakeholders, ensure quicker resolution of grievances and issues faced by IPs as well as to streamline the process to deliver benefits to IPs more efficiently, the Director General has approved the establishment of 5- Camp-Cum-Liaison Offices in **Arunachal Pradesh, Manipur, Meghalaya, Nagaland and Tripura.**

**2. These Camp-cum-Liaison Offices may initially be made functional for 1-year** from the existing Branch Offices or Dispensary cum Branch offices (DCBO), detailed as under, provided there is sufficient space in the present premises. If adequate space is not available, new accommodations will be finalized in accordance with ESIC/CPWD policy on the same.

Sl. No.	Name of the State	Location of Camp-cum-Liaison Office
1.	Arunachal Pradesh	DCBO Itanagar, Papumpare
2.	Manipur	DCBO Imphal
3.	Meghalaya	Branch Office Shillong
4.	Nagaland	Branch Office Dimapur
5.	Tripura	Branch Office Agartala

3. Apart from above, Director General has also approved the following manpower for each of the above camp-cum-Liaison Offices detailed as under:-

Sl. No.	Name of the post sanctioned	Pay Level	Number of Posts for each of the Camp-cum-Liaison Office	Total no. of posts sanctioned in above 5-camp-cum-liaison office
1.	Assistant Director	Pay Level-8	1	5
2.	Social Security Officer	Pay Level-7	2	10
3.	Assistant	Pay Level-6	1	5
4.	Upper Division Clerk	Pay Level-4	1	5
5.	Multi Tasking Staff	Pay Level-1	1	5

4. These Camp-Cum-Liaison Offices will be headed by an officer of the rank of Assistant Director. The duties and responsibilities of Camp-cum-Liaison Offices is annexed at **Annexure-I.**

5. Necessary orders for posting of Officers and Officials will made by DPC Cell/Establishment Branch-I in consultation with Regional Office, Assam.

6. The continuation of above 5- Camp-cum-Liaison Offices shall be reviewed after 1 year. Hence, it is requested to take necessary action urgently to make these offices functional and an action taken report in this regard may be send accordingly.

This issues with the approval of Competent Authority.

Yours Faithfully,

**ASSISTANT DIRECTOR, (E-III)**

**Copy to: -**

1. PPS to DG, FC and CVO Hqrs Office.
2. PPS to all ICs/ MCs of Hqrs. Office.
3. PPS to All Zonal ICs/MCs.
4. All the Regional Director/SRO I/c's of RO/SRO of ESIC.
5. Director, ESI Scheme, Arunachal Pradesh, Manipur, Meghalaya, Nagaland, Tripura.
6. Additional Commissioner (Fin), Hqrs. Office.
7. Estt. Branch-I/DPC Cell Branch of Hqrs. Office for necessary action.
8. Revenue Division/Benefit Division/ Recruitment/ Estt.1/ F&A-1,2/ MSU/ Actuarial/P&D
9. ICT Division of Hqrs. Office for necessary up-dation in ERP.
10. All rest of the branches of Hqrs. Office for information and necessary action.
11. Website Content Manager with request to upload the above circular on the official website of ESIC.

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**Annexure-I****Duties and responsibilities of Camp-cum-Liaison Offices**

- a. Liaison with the concerned State Govt.
- b. Awareness of ESI Scheme amongst employers and employees of the state and the prompt redressal of their issues.
- c. Ensure formation of Local Committees, Regional Board, Medical Benefit Council (MBC) etc.
- d. Support the State Government to arrange for medical facilities, PMJAY and utilization of CHC and PHC etc. for providing medical services to IPs under ESI Act.
- e. Pre-implementation surveys for partially/ non-implemented districts, arrangements for medical facilities through tie-up systems, and ensure comprehensive coverage of the entire state under the ambit of ESI Scheme.
- f. Oversee the compliances of Employers covered under ESI Act.
- g. Revenue & Recovery work at local level.

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