



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

Circular for Standard Operating Procedures on Remuneration to Young Professionals/ Consultants

1. Based on Procedure and Guidelines for Engagement of Senior Consultants/ Consultants Grade-2/ Consultants Grade-1/ Young Professionals in ESIC, 2023, 23 various specialised positions have been notified by ESIC. Consequent upon the screening process followed by interview, result of the eligible candidates has been released on 20.01.2025 for the contractual engagement of various positions of Young Professional/ Consultant Grade-1/ Consultant Grade-2 / Senior Consultant as per the terms and conditions given in the respective advertisement. Their offer of Engagement has been issued on 20.01.2025 seeking their consent for acceptance of offer within 14 days and document verification.
2. As per policy, the fixed consolidated remuneration per month inclusive of all applicable taxes shall be paid to the Individual Consultant subject to satisfactory performance. This consolidated remuneration will be released by ESIC within one week after completion of the month based on the biometric attendance registered by the Individual Consultant or on certification by Head of the Division concerned in case the Individual Consultant has been deputed to another place.
3. In order to conduct seamless process of payment to these consultants, following Standard of Operation is being proposed:-
 - a) Respective Branch / Division wherein these professionals have been posted may issue sanction each month based on satisfactory performance and biometric attendance registered by the Individual Consultant or on certification by Head of the Division concerned in case the Individual Consultant has been deputed to another place endorsing a copy to Cash Branch as well as F&A-3 for release of payment. This exercise by the respective branch/ division may be ensured within 2 working days.
 - b) The Cash Branch/F&A-3 shall process and disburse payments to the concerned professionals within three working days of receiving the sanction from the respective Branches/Divisions, ensuring timely release of remuneration as per ESIC policy.
 - c) In order to maintain uniformity considering last date of the month as completion of 1 month, the first remuneration for consultants joining after the 1st of the month will be pro-rated.
 - d) E.III Branch shall issue joining orders to selected professionals alongwith a copy of their dossiers, the offer of appointment and their acceptance for maintaining of records at respective Branch/ Division level also.
 - e) Respective Branches/Divisions are solely responsible for the day-to-day functioning and supervision of their assigned Young Professionals/Consultants, including ensuring the timely payment of their remuneration.
4. This issues with the approval of Competent Authority with the direction that the above Standard Operating Procedure (SOP) be strictly adhered to.

Assistant Director-E.III

Copy to:-

1. PPS to DG/FC/ CVO.
2. PPS to all ICs/ MCs.
3. Concerned Division / Branches where Young Professionals / Consultants are engaged.
4. Cash Branch, Hqrs. Office.
5. F&A-III, Hqrs. Office.

6. Rest all the Branches of Hqrs. Office for information.
7. Website Content Manager to post above circular on website of ESIC.