



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



मुख्यालय  
Headquarters  
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-1  
PANCHDEEP BHAWAN, C.I.G. MARG,  
Phone: 011-23604700 Email: dir-gen@  
Website: www.esic.nic.in / www.esic.in

No. S-11/15/1/2010-Rev.II

Dated: 01.11.2022

To

All AC & RDs/Directors (I/c)/JDs (I/c)/DD (I/c)  
All ROs/SROs

**Sub: Special Survey Drive for coverage of uncovered Factories /  
Units/ Establishments of newly covered areas/existing  
Areas - regarding.**

Sir,

I am directed to convey the approval of the Competent Authority for Special Survey Drive for coverage of uncovered Factories/Units/Establishments/Employees of newly covered areas/implemented areas.

In order to conduct focused survey of uncovered factories/units/establishments/employees, RDs/SROs in-charges are advised to liaise with EPFO, CAG, other Departments, Ministries of the State and Central Government or their local Offices, like Central Board of Secondary Education, Universities, Food and Drugs Administration, Ministry of Commerce, Ministry of Industries, Ministry of Micro, Small and Medium Industries, Ministry of Corporate Affairs, Confederation of Indian Industry, PHD Chamber of Commerce, ASSOCHAM etc, and obtain data available with them regarding factories/establishment registered with them.

The list obtained from the above agencies shall be first scrutinized at the level of ROs/SROs and already covered units in the list should be segregated. The Unit situated in implemented areas but not registered with ESIC may be surveyed with the approval RD/SRO In-charge. No SSO should make any visit without prior approval of RD/SRO In-charge and ex post facto approval of survey should not be given under any circumstances. Further, all surveys should be done as per CAIU circular no. 13/HQ/06/2015-CAIU (VIP) dated. 02.12.2015 & guidelines regarding methodology for conducting the surveys issued from this office from time to time.

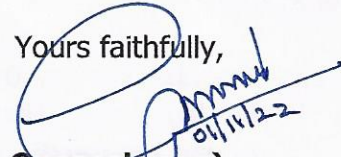
The RDs/SRO In-charges are advised to launch Survey Drive, as per above from 01.11.2022 to 31.12.2022. It is further advised to strictly monitor the progress of survey drive and send list of approved/surveyed

units along with the source of data to Hqrs. Office every fortnight as per the enclosed proforma.

This issues with the approval of Director General.

Encl: Proforma

Yours faithfully,



**(R. Gunasekaran)**  
**Insurance Commissioner (Rev)**

**Copy to:-**

Website Manger with the request to upload the letter on website of ESIC.

**PROFORMA**

Name of the RO/SRO

Sl. No.	Name of the Unit	Name of the Source from where data is obtained.	Whether survey was approved by RD/SRO In-charge (Yes/No)	Whether Unit was found coverable/not coverable	Whether Code no. allotted to the Unit	No. of employees covered in the unit