



क.रा.बी.नि.
ESIC

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



मुख्यालय / Headquarters
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MEMORANDUM

Sub: Payment of advance against the Productivity Linked Bonus admissible for the eligible Group "C" employees of ESI Corporation - 2023-24 - regarding.

Approval of the Competent Authority is hereby communicated for the payment of advance against the Productivity Linked Bonus (PLB) equal to 60 (Sixty) days' wages subject to the maximum of Rs. 13,816/- (Rupees Thirteen thousand Eight Hundred Sixteen Only) to the eligible Group "C" employees of the Corporation for the year 2023-24. The payment of the advance is subject to the condition that an undertaking (Annexure A) to the effect that **"the advance will be adjusted against the PLB due for the year 2023-24 and any excess payment detected towards PLB for the year 2023-24 would be refunded forthwith"**, shall be submitted by each eligible employee. The payment of advance is subject to the same terms and conditions that are applicable to the grant of PLB and are appended overleaf. **However, this advance is not admissible in respect of employees who have already retired/resigned from the services of ESIC in the year 2023-24.**

The quantum of advance against PLB will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate advance against PLB for one day, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will, thereafter, be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of monthly emoluments of Rs. 7,000 (where actual average emoluments exceed Rs. 7,000), PLB for thirty days would work out to Rs. $7,000 \times 30 / 30.4 = \text{Rs. } 6,907.89$ (rounded off to Rs. 6,908/-). Thus, advance against PLB admissible for 60 days would work out to Rs. $6,908 \times 2 = 13,816$ (Thirteen Thousand Eight Hundred Sixteen Only)

Drawing and Disbursing Officer of the respective Regional Office/Sub-Regional Office may draw the advance against the PLB in respect of staff working in outstation Branch Offices also for presentation to J.D. (F)/D. D. (F) concerned.

The Joint Director (Fin.)/Dy. Director (Fin.) will honour the bills submitted by the DDO and pay the proceeds under the existing procedure in the respective Regions/Sub-Regions/ ESIC Hospitals/ Medical Educational Institutes.

The amount of advance against the PLB for the year 2023-24 may be paid to the eligible employees by **21.10.2024** under intimation to this office. The number of such employees and amount disbursed, may also be intimated.

Encl:- As above

ASSISTANT DIRECTOR (E-III)

For information & necessary action to:

1. PPS to Director General/ Financial Commissioner/ Chief Vigilance Commissioner.
2. PPS to Insurance Commissioners/Medical Commissioners/Zonal Insurance Commissioners/Zonal Medical Commissioners.

3. All Regional Directors/ Directors/Joint Directors (I/c) of RO/SRO/ Medical Superintendent of ESIC Hospitals/ Dean of Medical Edu. Institutions, D(M)D, D(M) NOIDA.
4. Director E-V, Hqrs. Office/ Director (Fin.), Hqrs office.
5. All Jt. Director (F)/ Dy. Director (Fin.) of Hqrs. Office/ RO/SRO/ESIC Hospital/Medical Educational Institutes.
6. Website content Manager with the request to upload this Memorandum on the website of ESIC.

Terms and conditions for payment of advance against 2023-24 to the employees of the Employees' State Insurance Corporation

1. All regular employees of Group 'C' whether temporary or permanent shall be eligible for the advance against 2023-24 provided they were in service for the whole year and are still in service. Casual/contract/extra departmental employees shall not be eligible for any Bonus.
2. The employees who were in service for less than one year during the relevant financial year shall be allowed the advance against PLB on proportionate basis, provided they were in service for at least six months during the financial year 2023-24 and continues to be in the service of ESIC.
3. The employees drawing monthly wages of more than Rs. 7,000/- shall be entitled to the advance against PLB at the rate admissible to those drawing wages of Rs. 7,000/- per month.
4. The employees who happen to be on extraordinary or half pay leave during the month of March will be paid the advance against PLB based on the pay and allowances that would have been payable but for their being on EOL, HPL etc.

UNDERTAKING

I, Shri/Smt. /Ms. _____ , _____
(Name) (Designation)

do hereby undertake as under: -

1. That I understand that the advance against the PLB due and admissible to me for the year 2023-24, equal to 60 days' wages (subject to the maximum of Rs. 13,816/-) has been provisionally sanctioned and being paid to me.
2. The said advance will be adjusted against the PLB due and admissible to me for the year 2023-24 and any excess payment detected at a later stage, on any account, shall be refunded by me forthwith.

Signature _____

Name _____

Employee id: _____

Designation _____

Date _____