



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



क्षेत्रीय कार्यालय/Regional Office
10-बी (राधा भवन), शास्त्री नगर जम्मू (जे एच के)-180004
10-B (Radha Bhawan), Shastri Nagar, Jammu (J&K)-180004
Phone No. 0191-2459568, E-mail:- rd-jnk@esic.nic.in
Website:- www.esic.nic.in

No. Z-11011/5/2024-ADMN

Date: 19.03.2025

CIRCULAR

Sub: Regarding modification / change in the workflow of leave application in ERP.

In pursuance of Headquarter's Office Circular No. I-15012/1/2021-ICT (Comp. No. 137) dated 15.06.2023 (Console SI. No. 13375/2023 of <https://www.esic.gov.in/circulars>), Competent Authority has desired that all the officers / employees has to comply with directions of Headquarters. Further it is also advised that:-

1. No prints of leave and joining reports are to be submitted manually in any form.
2. All reporting / approving authority ensure daily basis disposal of leave requests in ERP.
3. All employee are advised to apply leave online, so that approval may be granted before proceeding on leave and joining will be applied in ERP after approval of leave only. (Leave flow chart are available at circular's console no. 13412/2023 of Headquarter's website).
4. In case of commuted leave/CCL/Wrill etc. where supporting documents are required, officers / employees are advised to submit the supporting documents / fitness certificate as well as medical prescription, if applicable, through e-mail only at rs.manwal@esic.nic.in immediately after joining the duty.
5. In case of leaving the station during the weekend or for proceeding on leave, prior permission of the Competent Authority may be essentially taken for the same.
6. All officers / employees are also advised to go through the official website of ESIC i.e. www.esic.nic.in and www.rojk.esic.gov.in regularly and it will be supposed self-acknowledgement to all concerned from time to time. No hard copy of the same will be given to official concerned for acknowledgment.
7. All officers / employees are advised to watch his/her official email regularly. All correspondence to the concerned will be made through email only and if competent authority desires, correspondence will be made in physical mode.
8. All officials are advised to send all correspondence through

proper channel.

This issues with the approval of the Regional Director.

Digitally signed by
RAJENDER SINGH MANWAL
Date: 20-03-2025 10:26:41
Assistant Director (Admin)

To

1. All Branch Officers/DCBO Incharge/Branch
Managers/Officers/Employees, ESIC Regional Office, Jammu and
subordinate offices, for information and necessary action.
2. IT Branch, with request to upload on website.