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

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FileNo. G-19011/1/2026-MSU **Date: 24-07-2026**

कार्यालय ज्ञापन
Office Memorandum

Subject: Delegation of Power of Condonation of Delay in Submission of Medical Reimbursement Claims (MRCs) to the Medical Commissioner (Zonal) — Grounds and Conditions to be Considered — Constitution of Committee by Field Offices.

यह सूचित किया जाता है कि निर्धारित एक वर्ष की समय-सीमा के उपरांत प्रस्तुत किए गए चिकित्सा प्रतिपूर्ति दावों (Medical Reimbursement Claims - MRCs) के संबंध में विलंब की क्षमा (Condonation of Delay) करने की शक्ति, सक्षम प्राधिकारी की स्वीकृति से, चिकित्सा आयुक्त (आंचलिक) को प्रत्यायोजित की गई है।

It is informed that, in respect of Medical Reimbursement Claims (MRCs) submitted after the prescribed one-year time limit, the power of condonation of such delay has, with the approval of the Competent Authority, been delegated to the Medical Commissioner (Zonal).

यह प्रत्यायोजन केवल विलंब की क्षमा तक ही सीमित रहेगा। दावे की स्वीकृत्यता (Admissibility) एवं भुगतान से संबंधित वित्तीय शक्तियाँ वर्तमान शक्तियों के प्रत्यायोजन (Delegation of Powers - DoP) के प्रचलित प्रावधानों के अनुसार ही संचालित होती रहेंगी।

This delegation is restricted to condonation of delay only. The financial powers relating to admissibility and payment of the claim shall continue to be governed by the extant Delegation of Powers (DoP).

While examining requests for condonation of delay, the following grounds and conditions shall be taken into consideration:-

(a) Force Majeure and natural disasters;

(b) Prolonged duly justified ICU confinement of the IP — where the IP was in ICU, on a ventilator, or otherwise medically incapacitated, and the family was entirely preoccupied with the IP's survival;

(c) Unconscious IP — where the IP was unconscious and no family member had knowledge of the ESI coverage;

(d) Any other case warranting such consideration, arising out of

circumstances that genuinely caused the delay.

These grounds shall be considered only under exceptional circumstances and shall not be a routine provision.

Field offices (MS/DMD/DMN/RO) on submission of MRC by IPs & dependents shall constitute a Committee at their respective unit level to examine cases of delayed MRCs and forward its recommendations to the Medical Commissioner (Zonal).

The Committee shall comprise of the following:

(i) Medical Superintendent/Officer-in-Charge — Chairman;

(ii) Dy. Medical Superintendent/Senior Specialist — Member;

(iii) Representative of Accounts/Finance — Member;

(iv) In-charge of the concerned Benefit/MRC Branch — Member-Secretary.

The Committee shall examine each case as per the proforma at **Annexure 'A' (enclosed)** and forward the complete record — reason for delay, documentary evidence, final diagnosis, treatment given, claim amount, admissible amount, and its clear recommendations — to the Medical Commissioner (Zonal) for decision.

इस कार्यालय ज्ञापन में निहित निर्देश तत्काल प्रभाव से लागू होंगे।

The directions contained in this Office Memorandum shall come into force with immediate effect.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of the Competent Authority.

Enclosed: -
Annexure 'A'

Digitally signed by
Vinod Kumar Nagpal
Date: 24-07-2026
15:27:50

Assistant Director (MSU)

Copy to:

1. PPS to DG/FC/CVO, ESIC.
2. All Divisional Heads, ESIC Headquarters.
3. All Zonal Medical Commissioners/Insurance Commissioners,
4. All Regional Directors/ Jt.Directors/Dy.Directors Incharges, ESIC Regional/Sub-Regional Offices.
5. Director(Medical)Delhi/Noida,
6. All Deans/Medical Superintendents, ESIC Medical Colleges and

Hospitals.

7. Web Section, ESIC Hqrs. — for uploading on the official website.

Annexure -A

S.No.	Particulars	
1	Reason of delayed submission	
2	Documentary evidence of delayed submission	
3	Final Diagnosis	
4	Management/ Treatment given	
5	Claim Amount	
6	Admissible Amount	
7	Recommendations of the Committee	