

SOPs REGARDING VERIFICATION OF EMPLOYMENT INJURY.

The "Employment Injury" is an injury sustained to a Secured Worker during the course of his employment and relevant to his sphere of work.

The following SOPs are formulated for future guideline:-

- i. The intimation regarding employment injury sustained to a worker must be made to the concerned Local Office or Sub Office within 03-days of such occurrence, by the employer in the format meant therefore duly authenticated by the Medical Officer providing the first aid to the concerned worker and 02 witnesses.
- ii. The existing injury report (Form B-3) is revised and substituted with the format placed at **Annexure-A.**
- iii. On receipt of injury report that one must be diaried with the concerned office and got received to the concerned field officer immediately.
- iv. The field officer on receipt of injury report shall immediately put up the same to the Dy. Director Incharge suggesting date and time of joint visit to verify the injury report.
- v. The field officer and Dy. Director should invariably verify the accident report to ensure its genuineness or otherwise within 07-days.
- vi. The joint report of field officer and Dy. Director Incharge must be comprehensive stating the reasons of verifying or not verifying the injury report by mentioning the detail of record perused and statements recorded, on which their report is based.
- vii. In case the report does not prove the genuineness of the case or finds the case disentitled to the injury benefit, gratuity or pension; as the case may be, the factum must be communicated to the worker concerned and his employer alongwith a copy of such report within 7-days of the preparation of the report.
- viii. The injury report after necessary verification should be processed for the relevant benefit as per entitlement of the worker after its approval by the Director concerned.
- ix. In case the employment injury is verified and worker's examination by the medical board is suggested for assessment of his degree of physical loss, the case should be forwarded to the Director Medical concerned by the Director Incharge within 07-days of verification, for holding of medical board.

- x. The Director Medical on receipt of verified injury report must arrange the meeting of medical board on regular periodical basis but not later than 30-days of the submission.
- xi. The opinion of the medical board alongwith case papers should be returned to the office concerned within 4-days of the meeting of the medical board, by the Director Medical.
- xii. The Director or Dy. Director of DSS or Sub Office, as the case may be, shall ensure immediate process of the case and send the same to the Audit Wing for audit within 7-days.
- xiii. The Audit Wing shall do the needful and return case within 3-days.
- xiv. The deficiency or audit objection, if any, must be addressed and case be returned within 3-days to the audit.
- xv. The Audit Wing shall audit the case and return to the sender within 3-days of its receipt.
- xvi. After audit the payment of gratuity or pension, as the case may be, should be made to the concerned worker within 10-days after observing necessary formalities.
- xvii. Witness of injury cases as well as cases of doubt in which the injury cannot be established with reasonable certainty should be referred to medical board in order to ascertain the genuineness of claim.
- xviii. The verification of B-2 or CC-I form should be carried out through Fax by the relevant Medical Superintendent and the Director in cases of emergency and chronic ailments.

SOPs FOR REVALIDATION OF R-5 CARDS.

The following SOP are proposed to streamline the procedure of Revalidation of R-5 cards of secured workers:-

- i. The R-5 cards issued during the year must be subjected to annual revalidation.
- ii. The revalidation process should be completed from 1st July to 31st October every year.
- iii. A separate revalidation register should be maintained by each office meant for revalidation of R-5 cards with proper date wise serial numbers.
- iv. The revalidation stamp should be prepared specific to the relevant year and office concerned; having a space for Sr. No. of Revalidation Register wherein the R-5 card has been entered.
- v. The revalidation may be made by the SSO Incharge Registration Section or Dy. Director authorized to issue a new R-5 card.
- vi. The Dispensaries and Hospitals to which such R-5 cards are attached must require the worker to get their R-5 cards revalidated by the concerned office after its annual expiry i.e. 30th June. However in emergency such card may be temporarily entertained by requiring the concerned worker to get the same revalidated within 02 or 03-days.
- vii. The revalidating authority must ensure by scrutiny of C-1 schedule of alternate months of previous year and authentication of the employer that the worker has been and is still a bonafide employee of the concerned establishment.
- viii. The relevant M-4/5 books must also be stamped and signed likewise to revalidate the same.
- ix. In case the employer fails or avoids to write a letter to Director or Deputy Director of concerned office for revalidation of R-5 card, an affidavit to the effect that he is a bonafide worker of the concerned establishment be obtained from such worker and

relevant entries in the C-1 schedule be consulted to confirm the affirmation.

SEASONAL CARDS.

- x. R-5 cards should be issued to the seasonal workers for only six months starting from the actual functioning of the seasonal unit and must bear the seasonal stamp on it with an expiry date. The seasonal workers should be provided benefits and facilities through PESSI for the specific season only and if he is again employed with the same or any other establishment a fresh R-5 card should be issued to him.
- xi. The seasonal R-5 cards must also have a seasonal entry in the R-8 register with the expiry date of the card as mentioned on the R-5 card.

R-5 CARDS OF PENSIONER WORKERS OR SURVIVORS IN RECEIPT OF PENSION.

- xii. The R-5 cards of Pensioners, entitled to get benefits from PESSI U/s 44 of the ordinance, shall also be revalidated on yearly basis just to ensure the genuineness of the beneficiary, without any question of employment or contribution as envisaged U/s 44 ibid.