



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



क्षेत्रीय कार्यालय, बिहार/Regional Office, Bihar
पंचदीप भवन, जवाहर लाल नेहरू मार्ग, पटना-800001
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Letter No. 42-ए-12/12/01/2021 मेडप्रशा०

Dated 09.10.2025

MEMORANDUM

The undersigned proposes to hold an Inquiry under Regulation 11 and the Second Schedule of the Employees' State Insurance Corporation (Staff & Conditions of Service) Regulations, 2023 (as amended), as entrusted by the Director General vide letter No. F.No. C-14014/4/2024-MED-VI dated 09.06.2025, against Mrs. Alka Yadav, Nursing Officer (Emp. No. 179205), formerly posted at ESIC Dispensary-cum-Branch Office (DCBO), Muzaffarpur, for unauthorised absence from duty, non-compliance with service rules, and dereliction of duty.

The substance of the imputations of misconduct in respect of which the Inquiry is proposed to be held is set out in the enclosed Statement of Articles of Charge (Annexure-I). A Statement of Imputations of Misconduct in support of the charges is enclosed as Annexure-II, along with the List of Documents (Annexure-III) and List of Witnesses (Annexure-IV) by which the Articles of Charge are proposed to be sustained.

Mrs. Alka Yadav, Nursing Officer (Emp. No. 179205), is directed to submit, within Ten (10) days from the date of receipt of this Memorandum, a written statement of her defence, and also to indicate whether she desires to be heard in person.

She is informed that an Inquiry will be held only in respect of those Articles of Charge which are not admitted. She should, therefore, specifically admit or deny each Article of Charge.

Mrs. Alka Yadav is further informed that if she does not submit her written statement of defence on or before the date specified in Para-3 above, or does not appear in person before the Inquiring Authority, or otherwise fails or refuses to comply with the provisions of Regulation 11 and the Second Schedule of the Employees' State Insurance Corporation (Staff & Conditions of Service) Regulations, 2023 (as amended), or the orders/directions issued in pursuance thereof, the Inquiring Authority may hold the Inquiry ex parte.

Attention of Mrs. Alka Yadav is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964, under which no employee shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further her interest in respect of matters pertaining to her service under the Government. If any representation

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is received on her behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Mrs. Alka Yadav is aware of such representation and that it has been made at her instance, and action will be taken against her for violation of Rule 20 of the CCS (Conduct) Rules, 1964, which are applicable to the Corporation employees by virtue of Regulation 23 of the ESIC (Staff & Conditions of Service) Regulations, 2023 (as amended).

The receipt of this Memorandum may please be acknowledged

8/11/24
Regional Director
Disciplinary Authority

To,

Mrs. Alka Yadav,
Nursing Officer (erstwhile Staff Nurse),
Emp. No. 179205
D/o Shri Ram Sagar Yadav,
Village: Balrampur, Post Office: Pathkhauli,
Police Station: Kotwali, District: Azamgarh (U.P.)
PIN Code: 276001.

सीए. निरंजन कुमार/CA. Niranjan Kumar
क्षेत्रीय निदेशक, बिहार/Regional Director, Bihar
कर्मचारी राज्य बीमा निगम/ESI Corporation
श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment
भारत सरकार/Govt. of India
पंचदीप भवन/Panchdeep Bhawan
नेहरू मार्ग, पटना (बिहार)/Nehru Marg, Patna (Bihar)

Copy to:-

1. Vigilance Branch, Hqrs' Office, ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi-02.
2. Medical Branch-06, Hqrs' Office, ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi-02.
3. Vigilance Branch, Regional Office Patna with a request for follow-up and further necessary action.
4. Personal file of individual concerned.

ANNEXURE-I

**STATEMENT OF ARTICLE OF CHARGES FRAMED AGAINST MRS ALKA YADAV
WAS POSTED AS NURSING OFFICER (ERSTWHILE STAFF NURSE). ESIC DCBO-
MUZAFFARPUR.**

In accordance with Office Memorandum No. 42-A/20/11/03/2020-Med.Admin dated 30.08.2019, Mrs. Alka Yadav was posted as Nursing Officer (erstwhile Staff Nurse) at ESIC Dispensary-cum-Branch Office (DCBO) muzaffarpur and was required to discharge her official duties with due diligence, integrity, and devotion to duty.

However, Mrs. Alka Yadav has committed gross misconduct, insubordination, and violation of the CCS (Leave) Rules, 1972, in the following manner:

She remained absent from duty without proper authorisation with effect from 15.01.2020, violating the provisions of the CCS (Leave) Rules, 1972, and thereby failed to maintain devotion to duty as required under Rule 3(1)(ii) of the CCS (Conduct) Rules, 1964.

Further, the service of Mrs. Yadav with ESIC was temporary since she was under probation as per Regulation 5 of ESIC(Staff & Conditions of Service) Regulation, 2023 and as per the offer of appointment which was accepted by her. Mrs. Yadav submitted an email dated 17.01.2020, tendering her resignation with effect from 17.01.2020, without following the prescribed notice period as per Regulation 6(2) of the ESIC (Staff & Conditions of Service) Regulations, 2023, and without depositing the amount in lieu of the period by which the notice for resignation fell short of one month, as required under Regulation 6(4) of the said Regulations. She abandoned her post without awaiting formal acceptance of her resignation by the competent Authority or issuance of relieving orders, thereby violating Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964, read with Regulation 9(2) of the ESIC (Staff & Conditions of Service) Regulations, 2023.

Despite the issue of multiple memoranda dated 30.01.2020, 11.02.2020, and 12.05.2020, Mrs. Yadav failed to report for duty, did not follow the prescribed notice period as per Regulation 6(2) of the ESIC (Staff & Conditions of Service) Regulations, 2023, and did not deposit the amount in lieu of the period by which the notice for resignation fell short of one month, as required under Regulation 6(4) of the said Regulations. She also failed to provide any satisfactory justification for her conduct, thereby showing disregard for official communications and said ESIC Regulations.

By these acts, Mrs. Alka Yadav has exhibited gross misconduct, insubordination, lack of integrity, lack of devotion to duty, and conduct unbecoming of a Corporation employee, thereby contravening Rules 3(1)(i), 3(1)(ii), 3(1)(iii), and 3(1)(xix) of the CCS (Conduct) Rules, 1964, read with Regulation 23 of the ESIC (Staff and Conditions of Service) Regulations, 2023, as amended.

सीए. निरंजन कुमार/CA. Niranjana Kumar
क्षेत्रीय निदेशक, बिहार/Regional Director, Bihar
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ANNEXURE-II

STATEMENT OF IMPUTATIONS OF MISCONDUCT IN SUPPORT OF THE ARTICLE OF CHARGES FRAMED AGAINST MRS ALKA YADAV WAS POSTED AS NURSING OFFICER (ERSTWHILE STAFF NURSE), ESIC DCBO- MUZAFFARPUR.

In accordance with Office Memorandum No. 42-A/20/11/03/2020-Med.Admin dated 30.08.2019, Mrs. Alka Yadav, Nursing Officer (erstwhile Staff Nurse) (Emp. No. 179205), was appointed and posted at ESIC Dispensary-cum-Branch Office (DCBO) Muzaffarpur and was required to perform her duties with honesty, diligence, integrity, and devotion to duty as expected of a Corporation employee.

It has been observed that Mrs. Yadav remained absent from duty without prior permission or sanction of leave with effect from 15.01.2020. Her absence was unauthorised and without intimation, thereby violating the provisions of the CCS (Leave) Rules, 1972, and showing wilful disregard for administrative discipline and authority.

Mrs. Yadav submitted an e-mail dated 17.01.2020, tendering her resignation w.e.f. 17.01.2020, without adhering to the prescribed procedure, proper channel, or notice period requirements under the ESIC (Staff & Conditions of Service) Regulations, 2023. She failed to await formal acceptance of her resignation or issuance of a relieving order from the competent authority, and thus abandoned her post unilaterally, amounting to gross insubordination.

Despite issue of memoranda dated 30.01.2020, 11.02.2020, and 12.05.2020, Mrs. Yadav failed to resume her duties or provide satisfactory justification for her unauthorised absence. Mrs. Yadav's continued non-compliance with official communications, unauthorised absence, and failure to follow resignation procedures demonstrate a pattern of indiscipline, negligence, and wilful disobedience to lawful authority.

By these deliberate acts and omissions, Mrs. Alka Yadav has contravened Rules 3(1)(i), 3(1)(ii), 3(1)(iii), and 3(1)(xix) of the CCS (Conduct) Rules, 1964, read with Regulation 23 of the ESIC (Staff and Conditions of Service) Regulations, 2023, as amended.

These acts constitute gross misconduct, rendering her liable for disciplinary action under the CCS (CCA) Rules, 1965.


सीए. निरंजन कुमार/CA. Niranjana Kumar
क्षेत्रीय निदेशक, बिहार/Regional Director, Bihar
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ANNEXURE-III

LIST OF DOCUMENTS BY WHICH THE ARTICLE OF CHARGE FRAMED AGAINST MRS ALKA YADAV WAS POSTED AS NURSING OFFICER (ERSTWHILE STAFF NURSE), ESIC DCBO- MUZAFFARPUR ARE PROPOSED TO BE SUSTAINED.

1. Copy of Office Memorandum No. 42-A/20/11/03/2020-Med.Admin dated 30.08.2019, posting Ms. Alka Yadav as Nursing Officer at ESIC DCBO – Muzaffarpur.
2. Copy of email dated 17.01.2020 submitted by Ms. Alka Yadav, tendering resignation w.e.f. 17.01.2020.
3. Copy of memorandum dated 30.01.2020 issued by the competent authority regarding her unauthorised absence.
4. Copy of memorandum dated 11.02.2020 issued by the competent authority directing her to report for duty or explain her absence.
5. Copy of memorandum dated 12.05.2020 reiterating directions to resume duty and provide justification for continued absence.



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ANNEXURE-IV

**LIST OF WITNESES BY WHOM THE ARTICLE OF CHARGE FRAMED
AGAINST MRS ALKA YADAV WAS POSTED AS NURSING OFFICER
(ERSTWHILE STAFF NURSE), ESIC DCBO- MUZAFFARPUR PROPOSED TO BE
SUSTAINED.**

1. Sh. Satyajit Kumar, Joint Director, ESIC Hq. ESI Corporation, Panchdeep Bhawan,
C.I.G. Marg, New Delhi-02.
2. Sh. Rakesh Kumar, Dy. Director . ESIC Hq. ESI Corporation, Panchdeep Bhawan,
C.I.G. Marg, New Delhi-02.
3. Sh. Dilip Kant Ranjan, Asst. Director, ESIC Regional Office, Indore, Madhya Pradesh.

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क्षेत्रीय निदेशक, बिहार/Regional Director, Bihar
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