



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



मुख्यालय  
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No. T/11/13/53/01/2025-Rev.II

Date: .06.2025

To,

The All Regional Director/ Joint Director I/C,  
Regional Office/SRO,  
ESI Corporation,

**Subject:** Guidelines for Forwarding the Cases to Hqrs for filing Special Leave Petition before Hon'ble Supreme Court-reg.

Sir/Madam,

In pursuance of earlier Hqrs Office Instruction No. No.Hqrs. instruction No.T-11/13/11/02/2018 Rev.II dt.18.12.2018, T-11/13/51/02/2012 Rev.II dt. 15.01.2020 & T.11/13/37/01/2023 Rev.II dated 11.07.2023, it has been observed that Regional Directors and Sub-Regional Offices incharge are forwarding the cases for filing Special Leave Petition (SLP) before Hon'ble Supreme Court of India in a casual manner without thoroughly examining the involvement of substantial question of law.

Furthermore, the field offices are neither explicitly addressing the recommendation/ proposal nor providing clear legal opinion disclosing substantial questions of law. They are sending the cases to the Headquarters Office for filing SLP Wwithout following the instructions issued in this regard, .

Therefore, it is directed to follow the below-mentioned guidelines for referring the cases to Hqrs Office for filing SLP:

1. **Thorough Examination of the Case:** Regional and Sub-Regional Offices must conduct a comprehensive examination of each case before forwarding it to the Headquarters Office.
2. **Identification of Substantial Questions of Law:** Only those cases which involve substantial question of law and requiring further legal intervention, should be referred to the Headquarters Office for consideration of filing an SLP.
3. **Final Decision by Regional Director/ Joint Director:** For matters where no substantial question of law appears, the Regional Director/ Joint Director themselves shall have to make the final decision for further course of action.
4. **Monitoring of Pending Cases:** Regional Directors/ Joint Directors are requested to closely monitor cases pending before the Hon'ble High Court and Hon'ble EI Court. If any case involves a policy issue, inputs should be obtained from the concerned division and implead the case effectively through conducting counsel.

It is requested to comply with above guidelines for aiming to streamline

the procedure and ensure that only cases warranting further legal intervention are referred to the Hqrs Office and unnecessary references to the Hqrs Office should be avoided.

This issues with the approval of Competent Authority.

Yours faithfully,  
Digitally signed by  
Rakesh Roshan  
Date: 13-06-2025  
14:15:17  
Rakesh Roshan  
Deputy Director (Rev)

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