



**Headquarters**  
**Employees' State Insurance Corporation**

(ISO 9001-2000 certified)  
Panchdeep Bhawan, CIG Road, New Delhi-110002

No.E-13/12/6/2010-PR

Dated : 21.02.2011.

To

All Regional Directors/Directors/Jt. Directors Incharge,  
Medical Superintendents (ESIC Hospitals)/SSMCs/SMCs/ D(M)D/D(M)Noida/ J.D.(E-V),J.D. (NTA)  
E.S.I.Corporation/ESIS Hospital/ESIC Hospital/Sub Regional Office/Branch Office/ Divisional Office.

**Subject : Cleaning and illumination of ESIS/ESIC premises on the occasion of commencement of the Diamond Jubilee Year.**

**Sir/Madam,**

As you are aware that the ESI Corporation is celebrating Diamond Jubilee Year from 24<sup>th</sup> Feb., 2011 to 24<sup>th</sup> Feb., 2012. In this regard, it has been decided that the following activities should be undertaken by each of the Regional Office, Sub-Regional Office, Divisional Office, Branch Office, ESI Hospitals, ESIC Hospitals and ESI Dispensaries:-

1. Special cleaning and dusting is to be taken up during the week beginning from 23<sup>rd</sup> Feb., 2011 and such cleaning should be maintained throughout the year. Specially on 24<sup>th</sup> Feb., 2011, all the offices/establishments of ESIS/ESIC should have a neat & clean view.
2. Illumination of each of the above ESIS/ESIC establishments for one week starting from 23<sup>rd</sup> Feb., 2011 to 1<sup>st</sup> March, 2011.
3. One banner each is to be put up in each of the ESIS/ESIC establishments for one week about the beginning of the Diamond Jubilee year.
4. For all these activities, SSMCs/SMCs will be responsible for ESI Hospitals/Dispensaries, Medical Superintendents will be responsible for ESIC Hospitals, Regional Directors/Directors/Jt. Directors Incharge will be responsible for the respective ROs/SROs/DOs/B Os. The SSMCs/SMCs must co-ordinate with the State Govt. Directorates for ensuring illumination and cleaning of the ESIS Hospitals and Dispensaries.
5. They are also authorized to incur the expenditure in this regard.

**This issues with the approval of Director General.**

Yours sincerely,

**(R.K. GAUTAM)**  
**JT. DIRECTOR (PR)**

**Copy to :-**

1. PPS to DG. and PS/PA to all Divisional Heads of Hqrs.
2. PS/PA to AC(P&A)/Chief Engineer/AC(Systems)/AC(Bft.)/All DMCs/All Directors at Hqrs.
3. All Branches at Hqrs. Office, for necessary action.
4. Website Contents Manager with request to upload this circular on ESIC website.