

HEADQUARTERS' OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
( ISO 9001-2000 Certified)  
PANCHDEEP BHAWAN, C.I.G. ROAD: NEW.DELHI

No. U-16/30/25/2010-ProCell

Dated: 17.02.2011

To,

The Director(Med)Delhi/Noida,  
All Medical Superintendents, ESIC Hospital,  
Senior State Medical Commissioners/State Medical Commissioners

**Sub:- Regarding – Raising the DOP of Medical Superintendents/SSMCs/SMCs for procurement of Medical Equipments from Rs. 15 lacs to 25 lacs per unit.**

Sir/Madam,

I am directed to convey the order of the Director General for granting the approval of raising the DOP of Medical Superintendents/SSMCs/SMCs for procurement of Medical Equipments from Rs. 15 lacs to Rs. 25 lacs per unit of equipment.

While making the purchase you are requested to ensure the following :

1. The specifications should be broad based to ensure adequate competition.
2. The purchase is to be made based on norms and yardsticks of ESIC and after ensuring that trained manpower, space etc. are available.
3. The concurrence of local finance be obtained and availability of budget provision be ensured.
4. The purchase procedure as envisaged in GFR and guidelines issued by Hqr office need to be followed without any omission.
5. You are requested to submit the quarterly statement regarding procurement of equipments to this office in the following format:

S.No	Name of the Equipment	Description, if any	Quantity	Name of the Supplier	Name of the Manufacturer/ Model	Date of Installation & Final Acceptance	Cost per unit	Total cost

Finance & Accounts has given concurrence at Page 6/N of the file.

This is for your information and necessary action.

Yours faithfully

Dr. N.K Arora  
Dy. Medical Commissioner  
Procurement Cell

Copy to: -

- 1). PS/PPS to DG/FC/CVO/MC/DMC(Hqr)/DMC(ME)/DMC(RC)
- 2). MSU Branch with request to add in DOP of MS/SSMC/SMC.
- 3). I D (F) Procurement Cell