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

No.-U-16/30/32/2011/pro-cell/diamond jubilee-

Date: 11.03.2011

To,

The Director(M) Delhi/ Director (M)Noida,  
All Medical Superintendents ESIC Hospitals.  
Senior State Medical Commissioners/ State Medical Commissioners

Sub: - **Celebration of Diamond Jubilee Year (24.02.2011 to 24.02.2012).**

Sir/Madam,

In reference to this office even letter no dated 24.02.2011 on the subject noted above please find attached the guidelines for implementation of commitments made by director general on the occasion of diamond jubilee year inauguration on 24.02.2010.

This is for your information and necessary action.

Yours Faithfully

  
(Dr. J.N. Mahanty)

Medical Commissioner

Copy to:

1. PS/PPS to DG/FC/CVO/IC/AC(P&A).
2. Regional Director/ Joint Director/ RO/SRO with the request to provide all necessary assistance and co-operation to SSMC/SMC/MS in implementation of these programmes.
3. Copy to JD(System) for uploading on ESIC Website.

  
Medical Commissioner

**GUIDELINES FOR IMPLEMENTATION OF COMMITMENTS MADE BY DIRECTOR GENERAL ON THE OCCASION OF DIAMOND JUBILEE YEAR INAUGURATION ON 24.02.2010 ARE AS FOLLOWS:**

**I. WELLNESS MOBILE VANS ARE TO BE STARTED IN ALL ESIC HOSPITALS.**

**a) Objective**

1. To reach out to clients and to provide preventive & promotive health care services to them.
2. Awareness generation among our clients regarding good health practices.

**b) Activities**

1. General health check up and routine investigations.
2. IEC health activities in the form of health talks, hand outs, posters, film shows in the local understandable languages.
3. Any other relevant activity promoting health awareness among IPs and beneficiaries based on local needs and situations.

**c) Frequency**

Camp may be organized using wellness van at least once a week.

**d) Organizing Camp**

Calendar of activities may be prepared well in advance on quarterly basis taking care of the following:

1. Camp is to be organized by Medical Superintendents of ESIC Hospital in co-ordination and active participation of SSMC/SMC, Regional Directors and State ESIS Directors as well as Medical officer incharges of ESI dispensaries.
2. Participation of all stakeholders including employees, employers, local leaders etc should also be ensured.
3. Advance information & wide publicity may be given in the region to be visited.
4. Location of the camp should be in the residential areas where IPs are concentrated as well as at the work places of Insured persons (IPs).

**e) Hiring of Van**

ESIC wellness van is to be engaged on hire basis following the prescribed guidelines in this regard.

**f) Expenditure**

On hiring a van and organization of wellness activities, the expenditure done will be borne by ESIC from the hospital budget. Details of which will be intimated by Finance & Account, ESIC Hqrs separately.

**g) Equipment**

The indicative list of equipment is being enclosed, however, requirement may be finalized based on local needs.

**h) Manpower**

The needed manpower for the van is to be provided by the hospital itself as per requirement on rotational basis.

**II. SETTING UP OF AYUSH UNIT (ISM) IN ALL ESIC HOSPITALS**

During Diamond Jubilee year , AYUSH services are to be set up in all ESIC hospitals. The system of Ayush is to be decided on the basis of local needs in consultation with State Director of ESI Scheme and SSMC /SMC. More than one system can be started based on the needs of the region. Initially OPD services are to be provided.

**III. ORGANIZING ONE HEALTH CHECK UP CAMP IN EACH MONTH BY EACH ESIC HOSPITAL.**

The camps are to be organized as per calendar of activities already released for the Diamond Jubilee year. Wide publicity may be given in this regard. There should be active involvement of all stake holders including equipment/ drug suppliers, tie up hospitals etc. Active involvement of RD office and Directorate ESIS/SSMC/SMC office is to be ensured. Expenditure on health camp will be borne entirely by the hospital itself from hospital budget.

Camps are to be organized both at work places of Insured persons as well as in the hospital itself.

**IV. OPENING OF FIVE GREEN FIELD HOSPITALS**

Designated Medical Superintendents of Greenfield hospitals under construction should take necessary steps to ensure that these hospitals (Bhiwadi, Baddi, Manesar, Sanath Nagar, Peeniya and Tirunvelli) are commissioned within the Diamond Jubilee year

**V. UPGRADATION/ MODERNIZATION OF FIVE ESIC HOSPITALS**

Medical Superintendents, where upgradation is under progress or is proposed, should ensure that , the work is completed well in time during Diamond Jubilee year.

**VI. FACILITATION/COUNSELING CENTRE IN EACH ESIC HOSPITAL**

**a) Objective**

1. Providing information on
  - i. Available in-house facilities
  - ii. Tie –up arrangements for secondary / super-specialty therapeutic and diagnostic facilities
2. Providing guidance to clients to reach the right location within the hospital for availing services
3. Extending any help within the framework of the hospital working, if required.

**b) Location – The location should be appropriate with respect to**

1. Prominence within the hospital (suggested - near OPD, Emergency etc.)
2. Easy Accessibility
3. Adequate open surrounding area

**c) Space**

1. The minimum adequate space for the Facilitation counter with ample space for sitting arrangement as per local needs.
2. This sitting area should have
  - i. Sufficient sitting arrangements (as per local needs)
  - ii. Drinking water facility
  - iii. Audio-visual arrangements for showing educational movies on Health education / Promotion / Prevention

- d) **Display**- The material on display should be Bi-lingual (with one of the languages being local / vernacular) and should include
1. Signage of Facilitation Centre
  2. Citizens' Charter with a list of "Do's and Don'ts"
  3. List of In-house facilities available along with Room numbers
  4. List of In-house doctors, specialty wise, along with their room numbers, day of OPD availability and telephone numbers
  5. List of Empanelled Centres for secondary & Super specialty care – Specialty-wise
  6. Map showing the location of these empanelled centres
  7. Name, address, Room no., and telephone number of the person responsible for grievance redressal.
  8. Handouts of displayed information should be available.

VII. **SETTING UP DIAMOND JUBILEE MODEL DISPENSARIES WITH DIAGNOSTIC FACILITIES.**

As a part of commitment model dispensary cum diagnostic centre is to be set up in each state to be run directly by ESIC like Model hospital. The identification of such dispensary to be converted into model dispensary and diagnostic should be decided by SSMC/SMC in consultation with state govt. For Identification. Following factors should be taken in consideration:

1. Dispensary should be well located and housed in our own building.
2. Should cater large no of IPs.
3. ESI Hospital should not be located within 25 km.

After the dispensary is identified, the State Government be requested to give its consent for handing over the dispensary to ESIC for running it as a Model cum Diagnostic Centre on the basis of Model Hospital. Once the consent is received, actions for takeover are to be taken by SSMC/SMC as was done for model hospitals.

VIII. **PAYMENT TO ALL CLIENTS WITHIN 10 DAYS THROUGH ECS (TO REGULAR CLIENTS)**

Payment are to be made through ECS within 10 days to all clients (3<sup>rd</sup> party stakeholders) except in case of tie-up hospital where payment is to be made within 3 days as per the existing guidelines.

IX. **PROVISION OF DIAMOND JUBILEE KIT**

As already intimated, a diamond jubilee kit for all ESI dispensaries ( both ESIC & ESIS) is to be provided. The indicative list of equipment is enclosed, However, the requirement may be decided by SSMC/SMC in consultation with State Director & Sr. IMO I/C of dispensaries. The cost of kit should not exceed 1.5Lac.

The expenditure of the same will be borne by ESIC. The kits will be purchased and supplied by SSMC/SMC. Requirement of budget is to be sent to Finance & Accounts Branch of ESIC Hqrs office. The kits are to be supplied within time frame of three months.

**Diamond Jubilee Celebrations-DISPENSARY KIT**

<b>Sl. No</b>	<b>Item Description</b>	<b>Qty</b>
1.	BP Apparatus- Aneroid	2
2.	BP Apparatus-Digital	2
3.	Foldable Stretcher	1
4.	Folding Wheelchair	1
5.	Glucometer with GlucoStix	1
6.	IUCD Kit (Anterior & Posterior Vaginal Wall retractor, Uterine sound and Volsellum)	1
7.	LCD TV(32") with DVD Player	1
8.	Manual (Foot Operated) Suction Machine	1
9.	Nebulizer	1
10.	Needle Destroyer	1
11.	Otoscope	2
12.	Oxygen Concentrator	1
13.	Portable Autoclave	1
14.	Refrigerator (Small /100 Ltrs. With Stabilizer)	1
15.	Resuscitation Kit (Laryngoscope+Ambubag+Endotracheal tubes)-All sizes	1
16.	Snellen's Chart	3
17.	Stethoscope	2
18.	Thermometer-Digital	5
19.	Torch (Medium Size)	4
20.	Weighing Machine-Adult	1
21.	Weighing Machine-Paed.	1
22.	Haemoglobin estimation kit	As per local need

## Diamond Jubilee Celebrations- "WELLNESS MOBILE VAN"

### Staff Requirement

1- Doctor	1
2- Pharmacist	1
3- A.N.M.	1
4- N.O./Attendant	1
5- Driver	1

<b>Sl. No</b>	<b>Item Description</b>	<b>Qty</b>
1.	BP Apparatus-Aneroid	1
2.	BP Apparatus-Digital	1
3.	Common Drugs with Emergency Tray	As per local need
4.	Diagnostic Kits (Pregnancy test, Glucostix, Uristix, Rapid test for Malaria, Haemoglobin Estimation Kit)	As per local need
5.	ECG Machine	1
6.	Folding Chairs & Sitting Stool	5+3
7.	Folding Stretcher	1
8.	Glucometer with GlucoStix	1
9.	I.V. Fluids (NS, DNS,RL(Ped/Ad)	2 (Each)
10.	Manual (Foot Operated) Suction Machine	1
11.	Needle Destroyer	1
12.	Oral Contraceptives / Condoms	As per local need
13.	Otoscope	1
14.	Oxygen Cylinder with tubing and mask system	1
15.	Portable Public Address System	1
16.	Publicity – Educational Material on Health promotion and National Health programmes	As per local need
17.	Resuscitation kit (Laryngoscope + Ambu Bag + Endotracheal Tubes)-All sizes	1
18.	Snellen's Chart	2
19.	Stethoscope	2
20.	Thermometer-Digital	2
21.	Torch(Medium Size)	2
22.	Vaccines as per UIP / State protocol with Vaccine carrier	1
23.	Weighing Machine-Adult	1
24.	Weighing Machine-Paed	1