



मुख्यालय  
HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES STATE INSURANCE CORPORATION  
(An ISO 9001-2008 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2  
Website: esic.nic.in/ Ph.- 011-23234092-

No. A-27/17/1/Hosp. Post/2011-E.III

Dated: 04.11.2011

**MEMORANDUM**

SUB: Creation of Ministerial posts for ESIC Model Hospital, Gurgaon.

Consequent upon the approval of the proposal for the increase in the bed strength of the ESIC Model Hospital, Gurgaon, from 100 to 200, approval of the Director General is hereby communicated for the creation of the following Ministerial posts for ESIC Model Hospital, Gurgaon:-

Sl. No	Name of the post	Pay structure			Existing Sanctioned Strength	New Creation	Revised Sanctioned Strength
		Pay band	Corresponding pay in the PB	Grade pay			
01	Joint Director	PB-3	15600-39100	7600	0	1	1
02	Dy. Director (Admin.)	PB-3	15600-39100	5400	1	0	1
03	Dy. Director (Fin.)	PB-3	15600-39100	5400	1	0	1
04	Personal Assistant	PB-2	9300-34800	4600	1	0	1
05	Social Security Officer	PB-2	9300-34800	4600	1	3	4
06	Assistant	PB-2	9300-34800	4200	4	3	7
07	Librarian Gr.-II	PB-1	5200-20200	2800	0	1	1
08	Stenographer	PB-1	5200-20200	2400	1	1	2
09	Upper Division Clerk	PB-1	5200-20200	2400	12	17	29
10	Multi Tasking Staff	PB-1	5200-20200	1800	4	2	6

This issues with the concurrence of Finance & Accounts.

(S.P. PANDEY)  
**ASSISTANT DIRECTORS**

To

- 1 PPS to Director General/ PS to all Divisional Heads for information.
- 2 PS to Commissioner (NTA) for information.
- 3 MS, ESIC Gurgaon for information & necessary follow up action.
- 4 All Regional Directors/ Directors/Joint Directors (I/c)/ Medical Superintendent of ESIC Hospitals.
- 5 Joint Director-I & II, Hqrs office for information and necessary action.
- 6 Jt. Dir. (Rectt.)/ JD (Med. Admin) Hqrs. Office for information & further necessary action.
- 7 Director (Fin.), ESIC, Hqrs. Office for information.
- 8 Dy. Director (Fin.), ESIMH Gurgaon for information.
- 9 Shri Pranav Kumar, Asst. Director and website content Manager with the request to upload this Memorandum on the web site of ESIC.
- 10 Medical Branch-VI, Hqrs office with reference to their ID Note No. A-11(11)/08-Med.VI dated 03.10.2011.
- 11 Raj Bhasha Cell for Hindi Translation.
- 12 Guard File/ Spare copies.

**ASSISTANT DIRECTOR**