



**Headquarters**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI-02**  
<http://esic.nic.in> [www.esic.org.in](http://www.esic.org.in)

No. U-16/18/1/SMC/2009-Med. I

Dated: - 21.09.2011

To

The Sr. State Medical Commissioner  
 ESI Corporation,  
 Chandigarh.

**Sub:- Sanction of staff for SSMC/SMC Office.**

Sir/Madam,

I am directed to refer to this office letter No. U-16/18/1/SMC/09-Med. I dated 14.07.2010 on the above subject and to inform that consequent upon creation of separate SMC office at Parwanoo, the workload at SSMC Office Punjab has decreased. Therefore, in order to streamline the functioning of SSMC Office, Chandigarh & Parwanoo, the Director General, ESIC has ordered the downgradation of SSMC Office, Punjab from (Category-A) to (Category-B) with following sanctioned staff:-

Sl. No.	Name of Post	No. of Post
1.	Dy. Director (Admn.)	1.
2.	P.A	1.
3.	Social Security Officer	2
4.	Assistant/UDC	2
5.	Lower Division Clerk	1
6.	Class-IV/R.K	1
7.	Pharmacist	1

It is requested that necessary action may be taken accordingly.

Yours faithfully

*R.S. Patwal*

(R.S. PATWAL)

**DY.DIRECTOR (M)**

Copy to:-

1. Commissioner (P& A) Hqrs., office with the request to take necessary action.
2. PPS/PS to D.G/MC/FC/IC/CVO/DMC (ME)/DMC (RC).
3. Director (Finance & Accounts), Hqrs. office.
4. All Regional Directors/Jt. Directors (I/Cs)
5. All SSMC/SMCs.
6. All Medical Superintendents.
7. Web-Site Content Manager with the request to upload it on ESIC website.
8. Rajbhasha Vibhag for Hindi translation.
9. Jt. Director (M.A) /Dy. Dir. (M.A) for necessary action.
10. All Officers of Hqrs. Office.
11. Guard file.

WCM  
 D.NO.212  
 26/9/2011

*Rm*

**DY.DIRECTOR (M)**