

URGENT
REMINDER

HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002

No. Z-11/12/1/2008-Med-IV

Dated- 25.11.11

To,

- 1) All the Deans of ESIC-PGIMSR/Dental college,
- 2) All SSMC/SMC.
- 3) All Medical Superintendents of all ESI Hospitals/Model Hospitals.
- 4) All the Jt. Directors(Admn),ESIC Hospitals/Model Hospitals.

Subject - Prompt action on resignation/Unauthorized absence of Medical Officers/Specialists /Teaching faculties.

Sir,

please refer this office letter of even no dated 5.10.11 in r/o above subject.

In this connection, it is informed that the desired information/monthly statement regarding unauthorized absence/resignation cases has not been received as sought earlier in above letter by Hqrs Office.

It is once again requested to comply with the directions issued in above letter and ensure the submission of statement every month by due date otherwise the matter will be reported to Director General.

Copy of proforma of monthly statement is enclosed once again for reference .

Receipt of the letter must be acknowledged.

Encl:As above

Yours faithfully



((Harbir Singh)

Jt. Director (Med)

For Medical Commissioner

Copy to-

System Branch, ESIC Hqrs with request to upload the letter on the website of ESIC.



Jt. Director (Med)

For Medical Commissioner

TIME BOUND

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**HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002**

NO. 7-11/12/1/2008-MED.IV

DATED:05/10/2011

To

All the Deans of ESIC-PGIMSR/Dental College,
All the Medical Superintendents, ESIC Hospital/Model Hospital,
All the Jt. Directors (Admn), ESIC Hospital/Model Hospital,
All the SSMC / SMC.

**Sub: Prompt action on resignation/Unauthorised absence of Medical Officers / Specialists/
Teaching facility**

Sir,

It has come to the notice of the ESIC Hdqrs. Office that undue delay has occurred at the level of some hospitals/units in dealing with resignation cases / application submitted by doctors and in payment of their dues and also in dealing with unauthorised absence of Medical Officers/ Specialists. A memorandum No. A-19/11/1/491/2009-Med IV dated 14/3/11 issued in this regard is also not being complied (copy enclosed). Technically it becomes difficult to decide such cases that are received belatedly in the Headquarters Office. The Director General has taken a very serious view and directed that it should be communicated to all concerned that no lapse will be tolerated in this regard.

Accordingly, it has been decided that resignation cases along with check-list should be forwarded to this office immediately but not later than 5 working days of the receipt of the same at field unit level. Responsibility for delay should invariably be fixed and departmental action be taken against the erring official/officer.

Further, a monthly report should also be sent to ESIC Headquarters Office in proforma enclosed by 15th of every month without fail clearly certifying that no case of resignation and unauthorised absence is lying pending at the level of DMS / Medical Superintendents / SSMC.

Encl As above

Yours faithfully

A handwritten signature in black ink, appearing to read 'Harbir Singh', with a date '5/10/11' written below it.

**Harbir Singh
JT. DIRECTOR (MED)**

TIME BOUND

**Statement of Pending Resignation Cases
for the Month of _____**

Name of the Unit _____

A. Resignation cases

S. No.	Name of the Doctor	Date of Entry in ESIC	Date of Resignation application	Action taken	Remarks, if any

B. Absent without sanction of leave

S. No.	Name of the Doctor	Date of Entry in ESIC	Date since absenting	Details of information given by him/ her	Action taken

Date :

**Signature of the Dir. (A)/ Jt. Dir (A) / MS / Dean
ESIC Hospital / PGIMSR / Dental College**

To

**The Medical Commissioner,
Medical Branch-IV
ESIC, Hqrs. Office,
New Delhi**