



**HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI-02**

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No. A-19/11/1/491/2009-Med.IV


Dated : 14.03.2011

M E M O R A N D U M

Subject: Unauthorized absence of Medical Officers/ Specialists.

It is noticed that medical officers who absent themselves without proper intimation/ sanction of leave are allowed to remain absent and no advisory memo is issued to them at controlling officer level directing him/her to report back for duty immediately. Therefore, all the Medical Superintendents/ D(M)D are advised take appropriate action against delinquent officers promptly and in case of default their cases should be forwarded to Headquarters Office well in time for taking appropriate action like termination of service, initiating of disciplinary proceedings.

Secondly, in few such cases, where a reference is made to Hqrs. Office s/he is allowed to join duty without interacting with Headquarters Office, hence, it is further advised that if the cases are forwarded to Headquarters Office then such medical offices should not be allowed to join the duties without approval of the Headquarters Office.


(Manju Swaminathan)
Dy. Director (Medical)
For Director General

To,

1. Director (Medical) Delhi, ESI Scheme, Tilak Vihar, New Delhi.
2. All the Medical Superintendents.

3. To System Division.


 22/3/11
 22/3/10