



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

No. Z-17/11/1/09 Med- VI

Dated: 26/09/2011

To,

**The Dir(Med)Delhi,
ESI Dispensary Complex,
Tilak Vihar,
New Delhi.**

Sub:- Instruction regarding forwarding the endorsement / addressing letters to Hqrs. office

Sir / Madam,


In-spite of several requests that while forwarding any communication to Hqrs. office it may ensure by the signing authority that the matter pertains to Hqrs. office and if any clarification required the same may clearly mention with the doubt at the level of signing authority may be forwarded to Hqrs. office.

In this regard, it is informed that the endorsement such as forwarding representation without any examination / comments, issue of appointment letter, change of home town and memos regarding disciplinary action are being forwarded to Hqrs. office without any reason as the group C&D the appointing authorities are D(M)D & M.S of the hospitals.

The Medical Commissioner has taken serious view in this regard and ordered that while forwarding any letter / endorsement to Hqrs. office it may clearly mention in the aforesaid communication the action to be taken by the Hqrs. office.

The content of the above letter may brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Harbir Singh)

Jt. Director (M.A)

For medical Commissioner.

Copy to:-

1. All Directors/Jt. Directors(Admn & Fin.) of Dir(Med) Delhi and all ESIC Hospitals.
2. All SSMCs/SMCs for information.
3. Med Br. I/II/III/VI/ V / ISM Cell / Integration Cell /Procurement Cell Hqrs. office for information and necessary action.
4. Web-site content manager for upload it to ESIC web-site.
5. Guard file/ Spare copy
6. *All Medical Suppl.*

Jt. Director (M.A)

*WCM
D.NO.215
27/9/2011*