



HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
'PANCHEEP BHAWAN', CIG ROAD,  
NEW DELHI – 110 002



No.C-12/18/13/1051-Vig (Vol.II)

Date: 26<sup>th</sup> of December, 2011

To,

All Sr. State Medical Commissioners/State Medical Commissioners  
All Medical Superintendents of ESIC Hospitals  
All Regional Directors/Joint Director I/c  
All Medical Officers posted in Medical Vigilance Cell

**Sub: Providing transport facility to Medical Officers posted in Medical Vigilance Cell and the approval of their tour programmes.**

Sir,

The undersigned is directed to invite the attention of all concerned towards the item No. 12 of the Minutes of the Meeting of Directors (Vigilance), Joint Directors (Vigilance), Directors/Joint Directors (Departmental Enquiries) held on 4.4.11 at ESIC Headquarters with the Chief Vigilance Officer under the Chairmanship of the Director General vide which it was decided that staff cars/hired vehicles, as per demand, will be provided to Zonal Vigilance/Departmental Inquiry Officer by concerned Regional Director/Joint Director In-charge/Medical Superintendents. Duty slips will be signed by Zonal Vigilance/Departmental Inquiry Officer as a token of use of vehicle and bill of the hired vehicle will be settled by concerned authority at their level.

Now that 20 Medical Officers have been posted in Medical Vigilance Cell at various offices vide Officer Order Nos. 642 & 643 of 2011 dated 22.11.11, concerned Regional Directors/Joint Director I/c/Medical Superintendents are further requested to extend the facility of transport to these Medical officers also in pursuance of above Minutes of Meeting.

All Medical Officers posted in Medical Vigilance Cell vide Office Order Nos.642 & 643 of 2011 dated 22.11.11 shall invariably get their tour programmes approved by the Chief Vigilance Officer/Director (Vigilance) before proceeding on any tour.

This issues with the approval of Director (Vigilance) for strict compliance.

Yours faithfully,

(RAJIV LAL)  
DY. DIRECTOR

Copy to:

System Division, Headquarters with the request to upload on ESIC website.