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HEADQUARTERS' OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(ISO 9001-2000 Certified)
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI-110002

No. U-16/18/1/6/07-Med.I July 23, 2008

To

1. The Secretaries of all State Govts. dealing with ESI Scheme
2. All Medical Superintendents of ESIC Hospitals
3. All SSMCs/SMCs
4. All Regional Directors / Jt. Director (I/c)
5. All Jt. Director (Fin.)/ Dy. Director (Fin.)/A.R.D (Fin.)
6. All Directors, ESI Scheme

Sub: Setting up of Hospital Development Committees for ESIC Hospitals – Functions and Procedures.

Sir/Madam,

In order to improve the overall functioning of ESI Hospitals, the ESI Corporation in its 143rd meeting held on 08.07.08 has approved the constitution of Hospital Development Committees for all ESI Hospitals run directly by ESIC. The following functions will be looked after by the Hospital Development Committees.

a) Such administrative and/or executive functions as may, from time to time be entrusted or delegated by the Director General.
b) To take decisions from time to time in regard to improvements in the day to day functioning of the hospital.
c) To review the availability of various facilities in the hospital and recommend/decide up gradation of facilities for improving the delivery of health care services in the hospital.
d) To review from time to time the working of the hospital and to decide on measures to improve administration of medical benefits and in particular strengthening of promotive and preventive health measures including occupational health services, safety and hygiene.
e) To obtain ISO Certificate for the hospital.
f) To look into general grievances, complaints and difficulties of insured persons and dependent patients as is considered necessary.

The Committee will consist of the following persons:-

1.	Medical Superintendent	- Chairman
2.	Dy. Medical Superintendent	- Convener
3.	Employers' Representatives (locally stationed / available)	- Two (to be nominated by State Govt.)
4.	Employees' Representatives (locally stationed / available)	- Two (to be nominated by State Govt.)
5.	Staff representative	- One (to be nominated by M.S.)
6.	Representative of State Labour Dept.	- One (to be nominated by State Govt.)

(Locally stationed / available)

7. Local Member(s) from ESIC/ Regional Board.
8. Regional Director or J.D. (I/C) as the case may be.
9. SSMC/SMC

The Committee should meet at least once in two month for reviewing the performance of the hospital. Proper records shall be maintained of all the meetings of the Committee. The Minutes will be circulated to all members with a copy to Medical Commissioner of ESIC.

2. The Committee shall take decisions for bringing improvements in the overall functioning of the Hospital. Medical Superintendent of the Hospital should execute the decisions of the Committee under powers delegated to him. In case certain decisions of the Committee are beyond the power of the M.S., the same should be sent to Hqrs. Office for approval.

3. The Hospital Development Committee will start functioning immediately and they will not wait for the nomination from the State Govts. The ex-officio members, local member(s) from ESIC/ Regional Board, and staff representative should put the Committee in motion. Other members will join the Committee as and when the State Govt. nominates them. However, the Medical Superintendent will get in touch with State Govts. to see that nominations are done as early as possible.

4. With the constitution of the Hospital Development Committees, all earlier Committees like Hospital Vigilance Committee, etc. stand dissolved.

This issues with the approval of Director General

Yours faithfully,

(DR. S.K. JAIN)
DY. MEDICAL COMMISSIONER

Copy to:-

1. PS to DG/FC/IC/MC/C.E.
2. Rajbhasha Vibhag for translation.