
To

All Regional Directors/Directors/Jt. Directors Incharge,
Medical Superintendents (ESIC Hospitals)/SSMCs/SMCs/ D(M)/D(M)Noida/ J.D.(E-V),J.D. (NTA)
E.S.I.Corporation/ESIS Hospital/ESIC Hospital/Sub Regional Office/Branch Office/ Divisional Office.

Subject : Cleaning and illumination of ESIS/ESIC premises on the occasion of commencement of the Diamond Jubilee Year.

Sir/Madam,

As you are aware that the ESI Corporation is celebrating Diamond Jubilee Year from 24th Feb., 2011 to 24th Feb., 2012. In this regard, it has been decided that the following activities should be undertaken by each of the Regional Office, Sub-Regional Office, Divisional Office, Branch Office, ESI Hospitals, ESIC Hospitals and ESI dispensaries:-

1. Special cleaning and dusting is to be taken up during the week beginning from 23rd Feb., 2011 and such cleaning should be maintained throughout the year. Specially on 24th Feb., 2011, all the offices/establishments of ESIS/ESIC should have a neat & clean view.
2. Illumination of each of the above ESIS/ESIC establishments for one week starting from 23rd Feb., 2011 to 1st March, 2011.
3. One banner each is to be put up in each of the ESIS/ESIC establishments for one week about the beginning of the Diamond Jubilee year.
4. For all these activities, SSMCs/SMCs will be responsible for ESI Hospitals/Dispensaries, Medical Superintendents will be responsible for ESIC Hospitals, Regional Directors/Directors/Jt. Directors Incharge will be responsible for the respective ROs/SROs/DOs/B Os. The SSMCs/SMCs must co-ordinate with the State Govt. Directorates for ensuring illumination and cleaning of the ESIS Hospitals and Dispensaries.
5. They are also authorized to incur the expenditure in this regard.

This issues with the approval of Director General.

Yours sincerely,

(R.K. GAUTAM)
JT. DIRECTOR (PR)

Copy to :-
1. PPS to DG. and PS/PA to all Divisional Heads of Hqrs.
2. PS/PA to AC(P&A)/Chief Engineer/AC(Systems)/AC(Bft.)/All DMCs/All Directors at Hqrs.
3. All Branches at Hqrs. Office, for necessary action.
4. Website Contents Manager with request to upload this circular on ESIC website.