Minutes of the meeting taken by D.G. on 24.2.2011 at 4:00 p.m after inaugural function of Diamond Jubilee Celebration

The Director General convened the meeting immediately after the successful completion of inaugural function of Diamond Jubilee Celebration at Vigyan Bhawan, New Delhi on 24.2.2011. He expressed his thanks to all the members of the Organizing Committee, Staff and Officers of Hqrs. and NCR regions/sub-regions for making this event a big success. He was of the view that it was a historical moment for all of us and simultaneously we feel proud and humble at the same time to fulfill our Commitments to Stakeholders during Diamond Jubilee Year. He conveyed the appreciation received from all the dignitaries for this glorious celebration.

He sensitized all the officers and staff of ESI Corporation not to sit on the laurels as everyone has to go miles in achieving the targets set under Commitments to Stakeholders. He has directed to start the work without losing any time and momentum and gave directions as under:-

1. **Monitoring Mechanism:**

   a. There will be constant monitoring of all the commitments made under three divisions namely Insurance, Medical and Finance. Insurance Commissioner will look after Insurance Division, Dr. S.K. Jain (Officiating M.C.) will be responsible for Medical Division and AC(P&A) will be the head of Finance Division.

      **[Action : IC, MC & AC (P&A)]**

   b. All the three officers [IC, MC and AC(P&A)] will meet once in a week and review the progress of targets set under commitments to stakeholders. These officers will report about the progress to FC and DG every fortnight. Diamond Jubilee Special Cell will assist in the monitoring and reviewing during all such meetings.

      **(Action: IC, MC & AC (P&A))**
2. **Sub-Committee for ESIC Diamond Jubilee Celebration:**

Sub-Committee for ESIC Diamond Jubilee Celebration will meet in every two months during the whole Diamond Jubilee Celebration Year. Action Taken Report (ATR) will be presented by the Diamond Jubilee Special Cell to the Sub-Committee of the Corporation.

*Action: JD (PR)/AD (Spl. Cell)]*

3. **Other Action Plan:**

A detailed action plan from all three divisions alongwith Commitments will go to all field units immediately and Commitments will be given wide publicity and will be available in all regional languages in all ESIC/ESIS establishments.

*Action : IC/MC/A.C.(P&A) and ALL RDs/DIRs/JD I/c/MSs/SMCs/SSMCs*

4. **Nomination of officers:**

The Director General directed that four officers of DD/JD rank should be entrusted the task of state-wise monitoring of Commitments and they will be relieved from present assignments. These officers will be stationed at their respective place of present posting and will undertake tours to different ROs/SROs of their zones. They will gather success stories or failures in course of achieving the targets; through Vox-populi, interviews and on field assessment. They will report to Diamond Jubilee Special Cell and their findings etc. will be further analysed in Hqrs. Office for preparing a result oriented report/research/publication in the end of Diamond Jubilee Year (2012). Also different anecdotes and box items etc. will be collected from our own retired employees of the Corporation.

*Action: A.C.(P&A)/JD(E-I)]*

5. **Role of Regional Heads/MSs/SSMCs/SMCs:**

It has also been highlighted that regional heads will be responsible for liaison work with State Governments and will seek their support in reaching out to the stakeholders. Medical Superintendents/SSMCs/SMCs will be providing all the necessary support to State Medical Directorates/ESIS Hospitals and Dispensaries in creating mass awareness and distribution of benefits to the needy.

*Action: ALL RDs/DIRs/JDs I/c/MSs/SMCs/SSMCs*
6. **Awareness of Diamond Jubilee Year:**

It was also felt that people should be made aware through different movies/video clippings and other tools of publicity and also popularizing the Calendar of Events during the whole Diamond Jubilee Year so that beneficiaries may be connected with the functions in real terms.

[Action: ALL RDs/DIRs/JDs I/c/MSs/SMCs/SSMCs/DIR(PR)]

7. **Responsibilities:**

In brief, the following field officers will be responsible for mass awareness, implementation and successful completion of Commitments made to stakeholders:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Offices</th>
<th>Officers responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Regional Offices /Sub-Regional Offices/Divisional Offices/Branch Offices</td>
<td>Regional Director/Director Incharge/Jt. Director Incharge and Branch Manager</td>
</tr>
<tr>
<td>2.</td>
<td>ESIC Hospitals</td>
<td>Medical Superintendents, ESIC</td>
</tr>
<tr>
<td>3.</td>
<td>ESIS Hospitals/Dispensaries</td>
<td>SSMCs/SMCs and MSs of ESIS Hospitals</td>
</tr>
<tr>
<td>4.</td>
<td>State Governments/State Medical Directorates</td>
<td>Regional Director/SSMCs/SMCs</td>
</tr>
</tbody>
</table>

(Action: ALL RDs/DIRECTORs/JD I/c/BRANCH MANAGERs/MSs/SMCs/SSMCs)

(Pranava Kumar)  
Asstt. Director (Spl. Cell)

**Copy to :-**

1. PPS to DG.
2. PS/PA to FC/CVO/IC/MC/AC(P&A)/Chief Engineer/AC(Systems)AC(Bft.)/ All DMCs/All Directors at Hqrs.
3. All ROS/SROS/DOs/ESIC Hospitals/SSMCs/SMCs/D(M)D/D(M)Noida.
4. A.C. (NTA)/J.D. (NTA)/JD (E-I/E-II).
5. All concerned members of the meeting.
6. Diamond Jubilee Special Cell.
7. All Branches at Hqrs. Office, for necessary action.
8. Website Contents Manager with request to upload this circular on ESIC Website.