



HEAD QUARTERS OFFICE
EMPLOYEE'S STATE INSURANCE CORPORATION
PANCH DEEP BHAWAN, CIG MARG, NEW DELHI 110002

Website: WWW.esic.in Tel. 011-23234092

V-14/11/5/2014Medical-I Policy

Date: 19.05.14

Office Order

On the recommendation of Sub Committee on Medical Services and Medical Education, the Director General has constituted a committee, consisting of following officers, for preparing operational manual on various functional areas to empower the stake holders and facilitate better administration of ESI Scheme.

- | | |
|-------------------------------|------------------|
| a) Dr.R K Kataria, DMC | Chairman |
| b) Sh.TM Joseph, RD Delhi | Member |
| c) Sh. Md Irfan, JD (P&D) | Member Secretary |
| d) Sh.KG Suresh, JD(F) | Member |
| e) Sh.Pranav Kumar, DD (PR) | Member |
| f) Sh. Rahul Bhardwaj, AD -EI | Member |

Terms of reference

The operational manual should be comprehensive and should provide guidelines for implementation of the scheme. The manual is expected to cover the following functional aspect of the scheme and should empower the stake holders and particularly the administrators of the Scheme in the state for enhancing accessibility, transparency, accountability and efficiency in order to improve delivery of services.

- 1) Manual for empanelment of IMP, including the conditions of eligibility with respect to qualification and age, , the duties and functions of IMPs, infrastructure requirement, flow of information to and from IMP and ESIC/ESIS, method of record keeping including formats, procedure for disbursement of drugs, procedure for referral, claim/payment of capitation fee, etc.
- 2) Operational manual for Repair & Maintenance of ESI hospitals, dispensaries and staff quarters. The basic reference point for the manual should be the maintenance manual of CPWD.

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- c) Operational manual for State Secretaries who shall be Chairperson of the proposed State level Executive Committee for monitoring ESI Scheme. The document should enlighten the Chairperson of the role of executive committee, monitoring mechanism for grievance redressal, training, IT implementation, performance of local committees, etc. The document should provide for the channel of communication between the state to the proposed National Level Committees on various matters and also with ESIC. It should have a procedure for addressing the public grievances and formats for monitoring grievances. The manual should also describe functional and operational aspects of doctors in ESI hospital and dispensaries.

The committee may complete the work by 31.08.2014.



Dr. S K Raju

DMC (Medical Services)

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1. PS to Labour Secretary, MOLE for information.
2. Joint Secretary & Financial Advisor, MOLE for information.
3. PPS/PS to DG/FC/MC for information.
4. PS to IC(P&A)/IC(Revenue)/IC(Benefit) for information.
5. All the Members of the Committee for necessary action.
6. Web site content manager for uploading on ESIC website.