



HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

No. Z-17/12/1/2007-E.I

Dated :- 05.06.2014

CIRCULAR

Sub:- Calendar for holding the meeting of DPCs.

The Competent Authority has approved the calendar for holding of DPCs for the year 2014 as mentioned below:-

Sl. No.	Post	Schedule for holding DPC
1	Assistant / Head Clerk	(i) 1 st working day of the Last week of July, 2014 (ii) The orders on the recommendation of the DPC for promotion to the post of Assistant/ Head Clerk to be issued on the last working day of July, 2014.
2	UDC	Last week of September, 2014
3	LDC	Last week of October, 2014
4	MTS	Last week of November, 2014
5	Others	Last Week of December, 2014

Here, it is, clarified that the "Last Week" for the purpose of holding of aforesaid DPCs will be taken as last 7 days of the particular month in which the DPC is to be held.

It is further informed that Regional Director/D(M)D/JD (E-V), Hqrs. etc. being the Chairman of the DPC must ensure his/her presence on the date of holding of DPC. In case he/she requires leave on date of DPC due to unavoidable circumstances, he/ she should inform Hqrs. well in advance at least 15 days before the date of holding of DPC so that an alternate arrangement can be made. In case he/ she takes leave in emergency the DPC shall be convened on the next working day. **In any case the promotion order for Assistant/ Head Clerk should be issued on the last working day of July, 2014.**

The action taken report in the matter may be submitted to Hqrs. by **15 January, 2015.**

Yours faithfully,

(RAHUL BHARDWAJ)
ASSISTANT DIRECTOR

(Hindi version will follow)

To:-

1. All AC & Regional Directors/ Director I/cs/ Joint Director I/cs of R.Os./ SROs.
2. D(M) Delhi/ D(M) Noida.
3. All the Med. Supddts of ESIC Hospitals and ESIC Model Hospitals/ All Deans, ESIC Medical Colleges.
4. Joint Director -V / Establishment Branch-III, Hqrs.
5. The W.C.M, Hqrs. with the request to upload a copy of the circular to our website.
6. Official Language Division, Hqrs. for Hindi Version.
7. Guard File/ Spare Copy.

वेबसाइट की विषय-सूची का प्रबन्धन.....

Website Contents Management.....

साथी सं./Diary No..... 425

दिनांक/Date..... 11/6/2014