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

No.U-16/25/3/2010/Med II.HLL/Rohini

Dated: 16.12.2014

To

Dean's-All ESIPGIMSRs
Director(Med.)Delhi/Noida
Medical Superintendent's-All ESIC / ESIS Hospitals
SSMC/SMC-All states.

Sub: Delegation of power to Medical Superintendent and role of Dean in r/o procurement of equipments.

Ref: Hqrs Circular letter No. U-16/25/3/2010/Med II.HLL/Rohini dated 23/12/2013.

Sir/Madam,

Director General has Delegated the power “(DOP) to Medical Superintendent and defined the Role of Dean” for procurement of medical equipment & medical furniture which is as follows:

A. Delegation of Power to Medical Superintendent.

1. MS of PGIMSR College/ Medical College/ Nursing College/ Dental College have been delegated the power (DOP) to procure medical equipment and medical furniture with unit cost upto Rs. 25,00,000/- (Rupees Twenty five Lacs only) per unit as per ESI norms as well as norms of MCI/DCI/Nursing College except for the PGIMSR & ESI hospital, MGM Parel and PGIMSR & ESI Hospital Manicktala. It is to be ensured that Dean concerned are fully involved in such procurement.
2. For PGIMSR/Medical College affiliated with state run hospitals, procurement of medical equipment and furniture shall be done by MS of the nearest located ESIC hospital. MS, Joka has been entrusted responsibility to procure the equipment on the behalf of MS, Manicktala and MS, PGIMSR, Andheri has been entrusted responsibility to procure the equipment on the behalf of MS, MGM, Parel.

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- *3. DOP has also been given to MS to procure equipment upto unit cost of Rs. 1,00,000/- (Rupees One Lac only) where the medical equipment/ medical furniture are not in ESI/MCI/DCI/Nursing council norms with concurrence of local Finance and Accounts.
4. For medical equipment and medical furniture having unit cost more than Rs 100,000/- (Rupees one lac only), which are neither in ESI norms nor in MCI/DCI/Nursing College norms, approval of Headquarter shall be required.

B. Role of Dean in procurement of equipment.

1. Identification of requirement, in conformation with regulatory norms in respect of equipment including furniture.
 2. Activities to fulfill the identified requirement.
 - i. Preparation of proposals for demand of equipment required as per norms of respective Councils.
 - ii. To arrange procurement of equipment in close coordination with MS of the hospital in r/o following.
 - a) Framing of specifications for equipment.
 - b) Evaluation of tenders
 - c) Inspection and installation of equipment.
- The Dean/ Representative of the Dean shall be member of the committee for above mentioned activities as a), b) and c) respectively.**
- iii. To monitor completion of above activities in keeping with timelines and update/ inform, including anticipated delay if any, to Medical Commissioner/ HQ office on monthly basis.

Note: MS to ensure that due diligence is observed for the cost estimation of equipment.

This circular is valid from 28/12/2014 to 31/12/2015.

This issues with the approval of Director General.

Yours sincerely,

(Dr. Sangeeta Mathur)
Dy. Medical Commissioner
Procurement Cell

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Sangeeta Mathur
16.12.14
Dy. Medical Commissioner
Procurement Cell