



HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002

A-19/11/2/330/10-Med-IV

Dated : 30.09.2014

To,

The Director (Med) Delhi/ Noida,  
All Medical Superintendent/ Dean,  
Of ESIC Hospitals/PGIMSR's &  
Medical Colleges & all SSMCs/ SMCs.

**Sub: Guidelines regarding acceptance of resignation in r/o Medical Officer & Teaching faculties.**

**Sir/Madam,**

- I. On several occasions it has been observed that the medical officers & teaching faculties of ESIC hospitals/ teaching institutions tender resignations from their posts requesting for their relief with immediate effect or after serving short notice. This causes administrative problems as suitable substitutes cannot be arranged at short notice and dislocates/ disrupts services provided to the stakeholders.
- II. As per regulation 6(I) of ESIC (Staff and conditions of service Regulation 1959 a temporary Medical Officer/ Teaching Faculty is required to serve notice of one month whereas a permanent Medical Officer/ Teaching faculty is required to serve notice of three months before their relief from the services of the Corporation.
- III. It has been decided by the competent authority that those Medical Officers/ Teaching Faculties who require immediate relief or relief without serving mandatory notice will have to deposit salary in lieu of notice while submitting resignation letter.
- IV. Resignation letter should be forwarded on proper format (Checklist) duly completed. Resignation letter without recommendation, checklist and confirmation of payment for short fall in notice as above, will not be entertained.  
This issues with the approval of the Competent Authority.

Yours faithfully

(Manish Gupta)  
Dy. Director(M.A)

Copy to:

1. PS to CVO/ M.C / I.C (P&A)/ DMC (Medical Services / DMC (ME-I) & DMC (ME-II)/ DMC (RC) / DMC (ISM)/ A.C(M.A)/ Director(M.A)
2. E-I & II, Vigilance Branch Hqrs.
3. Website Content Manager with the request to upload it on ESIC website.

वेबसाइट की विषय-सूची का प्रवर्धन.....  
Website Contents Management.....  
जायरी सं / Diary No. 694.....  
दिनांक / Date 1/10/2014.....