



HEADQUARTERS' OFFICE

**EMPLOYEES' STATE INSURANCE CORPORATION**

PANCHDEEP BHAWAN:C.I.G. MARG:NEW DELHI - 110 002

Website : [www.esic.nic.in](http://www.esic.nic.in)

**No. C-11/11/1/2014-Vig**  
To

**Date:** 2.7.14

1. The Senior State Medical Commissioner/  
State Medical Commissioner,
2. Medical Superintendent,  
ESIC Hospital/Model Hospital  
ESI Corporation,

Sub: Sanction of leave(all kinds) in respect of Medical Vigilance Officers-reg.

Sir/Madam,

It has been observed that Medical Vigilance Officers are sending their applications(all types of leave) to Vigilance branch, Hqrs office for approval/sanction directly. As the Vigilance Branch at Hqrs office do not maintain their leave records/service cards etc., approval/sanction of leave without any information of entitlement will not be correct.

It is therefore requested to direct all the doctors who are posted as Medical Vigilance Officers for not to send their leave applications directly to Vig. Br. Hqrs office, except in case of leave applied for ten or more days, which will require prior approval of Chief Vigilance Officer. Leave applications required to be sent to Hqrs for prior approval should invariably carry entitlement duly authenticated by the competent authority to enable making arrangement or a replacement well in advance.

It is reiterated that any kind of leave applied for less than 10 days are not to be sent to Vigilance Branch henceforth for approval/sanction etc.

This issues with the approval of Chief Vigilance Officer.

Yours faithfully,

वेबसाइट की विषय-सूची का प्रबन्धन.....  
Website Contents Management.....  
फायरी सं./Diary No. 486.....  
दिनांक/Date 04/07/14.....

  
(T. RENUKAPRASAD)  
JT. DIRECTOR(VIG.)

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