



Through website/email

**HEAD QUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI**

No.C-12/18/13/1051-Vig.(Vo.II)

Dated: 13 .1.2012

To  
All Medical Superintendents – ESIC Hospitals,  
Director (Medical) Delhi/ Noida,  
All Senior State Medical Commissioners/  
State Medical Commissioner  
ESI Corporation.

**Subject :- Expiry Date Register- regarding**

\*\*\*\*\*

**Sir,**

Of late it has been observed that "Expiry Date Register" is not being maintained in Medical Stores of Hospitals and Dispensaries, and if maintained the same is not being updated from time to time. Keeping the register not updated is as good as not maintaining the same.

Expiry date Register is required to be maintained in following proforma:-

**Months : e.g. (January – 2013)**

Sl. No.	Date	Name and form of the Drug	Name of the Manufacturer	Batch No.	Quantity received	Initials of Pharmacist	Date of consumption	Initials of Pharmacists	Initials of IMO
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

From the above, it is evident that the storekeepers and Store Incharges are equally responsible for maintaining the "Expiry Date Register" at their Stores.

Non-maintenance of "Expiry Date Register" at Medical Stores of ESIC Hospitals/ Dispensaries has been viewed seriously by the Director General. Therefore, all concerned are advised to do the needful in the matter immediately.

This issues with the approval of Director General.

Yours faithfully,

*Raj Pal*  
13.1.2012

( DR. RAJ PAL )

**DY. MED. COMMISSIONER (VIG.)**

Copy for information & necessary action to:-

1. The Medical Commissioner, ESI Corporation, Hqrs. Office.
2. The Director, Health & Family Welfare, ESI Corporation .
3. The Director (Medical), ESI Scheme of all the States.
4. The Zonal Vigilance Officers, ESI Corporation.
5. The Medical Vigilance Officers posted in various ESIC Offices.
6. The Joint Director (Finance)/ Deputy Director (Finance), ESI Corporation, Regional Office/ Sub-Regional Office/ ESIC Hospitals.
- ✓ 7. System Division, Headquarters Office with the request to upload on ESIC website.
8. Guard file.

वेबसाइट की विषय-सूची का प्रबंधन.....  
Website Contents Management.....  
डायरी सं./Diary No..... 641.....  
दिनांक/Date..... 16/1/2012.....