



मुख्यालय
कर्मचारी राज्य बीमा निगम
श्रम एवम् रोजगार मंत्रालय, भारत सरकार
पंचदीप भवन, सी .आई .जी .मार्ग, नई दिल्ली 110002
(AN ISO 9001-2000 QMS CERTIFIED ORGANISATION)

Pt.F. No.D-12/11/1/2017-E-VI.Vol.I

Dated : 01/07/2020

CIRCULAR

Subject: Constitution of Committee-Support Group for pensioners of ESIC who are Members of ESIC PMS, 2006-reg.

The Competent Authority has decided that the Committee already formed vide Estt. Br.III letter No.A-48/15/3/2020-E-III dated 14/06/2006 having following members as a support group for employees for getting assistance in case of being infected and found COVID-19 positive shall also provide assistance to the pensioners of ESIC who are members of ESIC Pensioners' Medical Scheme, 2006 in unforeseen situations.

Sl. No.	Name (S/Sh)	Designation	Contact No.
1.	D.K. Mishra	Additional Commissioner	9899655887
2.	Dr. Naveen Saxena	OSD (Medical)	9212201753
3.	M. George	Joint Director	7304192664
4.	Nishant Kumar	Deputy Director	9308270124
5.	Pankaj Kumar	Deputy Director	9971696482
6.	A.K. Gautam	Assistant Director	9910311406


SOP already issued in case of COVID-19 affected employees vide Medical Branch-IV Circular issued vide No.Z-16/12/5/Misc./2019-Med.IV dated 16/06/2020 (copy enclosed) shall also be applicable in case of pensioners of ESIC who are members of ESIC PMS, 2006.

The Nodal Officer of the affected pensioners should be in touch with them and enquire about their wellbeing. The Committee may facilitate for transportation, diagnostics/testing, hospitalization and monitor their well being/provide other support, if any, in case of home quarantine.

Regional Directors/M.Ss./Dean (Medical College) are also advised to bring the pensioners who are members of ESIC PMS, 2006 in their region under the purview of the Committee so formed in their respective region.

यह सक्षम अधिकारी की अनुमति से जारी किया जाता है ।

संगलग्नक : यथोपरि।

भवदीय,

(पंकज कुमार)
उप. निदेशक (स्था.V)

Copy to :

1. PPS/PS to DG/FC/CVO for information.
2. PPS/PS to MC/MC(ME)/IC(P&D)/IC(P&A)/IC(Rev)/IC(NTA)/IC(ICT) for information.
3. PS to all Additional Commissioner (Hqrs.) Office.
4. All Regional Directors, for necessary action.
5. All SRO(I/C)/MS, ESIC Hospitals & Medical Colleges/D(M)D/Director Medical, NOIDA.
6. All the members of the Committee.
7. Shri S.C. Mishra, Secretary General, All India ESIC Pensioners' Federation for information.
8. WCM को कराबी निगम वेबसाइट पर अपलोड करने हेतु ।



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कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
पंचदीप भवन, सी आई जी मार्ग, नई दिल्ली-110002

परिपत्र

संख्या : ज़ेड-16/12/5/Misc/2019/चि-4

दिनांक : 16/06/2020

सेवा में,

1. क्षेत्रीय निदेशक/प्रभारी अधिकारी, क रा बी निगम के सभी क्षेत्रीय व उप क्षेत्रीय कार्यालय ।
2. चिकित्सा अधीक्षक/डीन, सभी क रा बी निगम अस्पताल/मेडिकल कॉलेज/पीजीआईएमएसआर
3. निदेशक (चिकित्सा) दिल्ली/नोएडा ।

विषय	कोरोना वाइरस के प्रकोप की रोकथाम से संबंधित उपाय /Measures to be taken in a view of Corona Virus outbreak.
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महोदया/महोदय,

उक्त विषय पर समीक्षा के पश्चात अधोहस्ताक्षरी को सक्षम अधिकारी की स्वीकृति से निम्न वस्तुस्थिति प्रस्तुत करने का आदेश हुआ है :-

ESIC has made all efforts to implement the guidelines issued by Govt. of India to prevent spreading of COVID-19 and protect its employees. In continuance of good HR practices of the organization, following are the measures to be adopted on the subject:-

- (1) Head of Offices in each field unit i.e. Regional/Sub-Regional Office, Hospital, Medical College, Directorate (Medical) Delhi/Noida shall maintain a list of ESIC employees suffering from COVID-19 along with their contact details and their whereabouts regarding or place of quarantine/isolation. Daily health progress of these ailing employees may be monitored closely. For this purpose, immediate supervisor of such ailing employee may remain in regular touch with the individual concerned or his family and shall submit a brief to the Head of Office. Head of Offices may nominate a Controlling Officer for the purpose for assistance in compilation of information. The information will be consolidated at HQrs level by the P&A Division.
- (2) There may be few odd COVID-19 positive cases where ailing employee is quarantined/isolated alone at home or any other place without any family support and there is no one to look after him. In such a situation, Head of Office shall ensure timely provisioning of appropriate meals or food support to such individual, if he requires so. Requirement of medicines, digital thermometer or any other essential item may also be taken care of. Expenditure on account of provisioning of such essentialities may be met out of Administrative Expenditure Grant and booked under head Miscellaneous Expenditure, if employee concerned is not able to bear the expenditure on

these counts during the period of ailment. Such patient employees may be contacted at least twice daily by their immediate supervisors for updated health status. Supervisors may also seek teleconsultation of nominated MOs regarding health status in these cases.

- (3) Nodal Officers have already been nominated by Medical Superintendents of ESIC Hospitals and one such list is enclosed herewith. It would be prudent to circulate contact details of Nodal Officer, Dy. MS and Medical Superintendent amongst the staff of that particular region where the hospital is situated. MS of ESIC Hospitals shall ensure appropriate treatment facility in ESIC Hospitals. If any patient is required to be referred to any tie-up centre, MS or any other authority on his behalf, shall coordinate with such tie-up hospitals to ensure that patient being referred gets admission and requirement treatment. However, if there is any issue remained unaddressed at ESIC Hospital level, assistance of Dr. Kanika Kalra, OSD, HQrs ESIC (Mobile No. 9911769583) can be sought who is nominated as Nodal Officer on behalf of Medical Commissioner.
- (4) Medical Superintendents/Deans of ESIC Medical Institutions shall nominate two or more Medical Officers as per requirement for basic teleconsultation of employees or their families. RDs can nominate SMOs/MVOs/MOs in DCBOs for the purpose. Telephone numbers of the Medical Officers nominated for the purpose may be widely circulated amongst the staff of region concerned. These Medical officers may guide the concerned regarding preventive care, line of treatment; necessity of tests; details of hospitals where patient can be taken in case he/she requires admission.
- (5) Hospital ambulances may be provided timely by MSs of ESIC Hospitals for assistance of patient employees or their families, in case such ambulance services are required.
- (6) MSs of 300 or more bedded ESIC Hospitals may procure 5 portable oxygen concentrators. Similarly, MSs of less than 300 bedded ESIC Hospitals may procure 3 portable oxygen concentrators. These equipment can be used to provide life-support to employees or their families as well as other cases as per requirement.
- (7) Regional Offices/ Sub-regional offices with staff strength of 300 plus employees may immediately procure 15 hand-held pulse oximeters for emergent use by the staff. ROs/SROs with lesser staff strength may procure 10 hand-held pulse oximeters for the purpose. Similarly, ten hand-held pulse oximeters may be procured for ESIC staff colonies, wherever exist. Caretakers or any other official nominated by respective Head of Offices shall be responsible for safe custody & record of these items and would ensure that the same kept ready in

working condition. Proper sanitization of these items before and after use may also be ensured.

- (8) Some questions have been raised by field units on implementation of the guidelines at Sl. 4 & 14 of HQrs ESIC letter dated 11/6/2020. Guideline at Sl. 4 says that section shall not have more than 2 officials present at a time and guideline at Sl. 14 says 50% of staff shall attend office at one point of time. The above guidelines are to be construed harmoniously as per administrative feasibility. The thumb rule to be followed in this regard is maintenance of proper social distancing. The number can vary with the approval of Divisional Head at HQrs level and with the approval of Head of Offices at field level in accordance with bigger staff strength commensurate to the space availability. These guidelines are equally applicable in respect of ministerial staff in all ESIC institutions.
- (9) Queries have also been raised in implementation of guideline at Sl. 5 of HQrs ESIC letter dated 11/6/2020 regarding use of N-95 face mask and face shield inside office premises and the manner in which it is to be made available to the staff. In this regard sufficient guidelines of Govt. of India are available on public platform regarding use of different types of masks in different environment and the same are also to be followed in ESIC institutions as per nature of work. The suggested use of N-95 face mask and face shield is a preventive measure to be followed at public places as the same is regarded as most appropriate level of protection in given circumstances. Further it is added that wearing masks & face shields as personal protection gear/apparels comes under normal civic behaviour under present scenario, thus, such things are to be arranged by employees in their personal capacity. The same are being provided by office in ESIC Medical Institutions. However, in administrative offices of ESIC (i.e. HQrs/RO/SRO/D(M)D/NTA) it has been decided that the office shall provide 2 N-95 masks & 5 triple layer good quality cloth masks and 2 face shields to each employee as one time measure at present. Staff shall invariably follow the discipline of wearing N-95 mask and face shield while talking to any other person in office.

कृपया उक्त निर्देशों/सुझावों के अनुपालन के लिए हर संभव प्रयास किए जाएं ।

भवदीय



(दीपक मलिक)

उप निदेशक (चिकित्सा प्रशासन)

प्रतिलिपि:-

वैबसाइट कंटेंट मैनेजर - इस ज्ञापन को निगम की वैबसाइट पर अपलोड करने हेतु

LIST OF M.S. AND COVID NODAL OFFICERS OF ESICH AS ON 16 JUNE 2020					
S. NO	NAME OF THE HOSPITAL	MEDICAL SUPDT/ Dean	PHONE NO	NODAL OFFICERS	PHONE NO
1	BELTOLA	Dr K.L.Borah	7002832473	Dr Lumbeni Kithan	7086087676
2	BIHTA	Dr Logani	9871519888	Dr.Abhay	8700985468
3	PHULWARI SHARIF	Dr A.K.Sharma	9431358115	Dr Rajesh	9334489150
4	RAIPUR	Dr Sunil	7070090605	Dr Sunil	7070090605
5	KORBA	Dr Nishar	9433076186	Dr Nishar	9433076186
6	BASAI DARAPUR	Dr Deepak Sharma	9810450011	Dr Rajeev Gupta	9650015396
7	JHILMIL	Dr Sunita Chaudhary	9871389989	Dr.Sandeep	9811176688
8	OKHLA	Dr Deepika	9811340277	Dr.Preeti Chaudhary	9639745473
9	ROHINI	Dr Rachita	9008200770	Dr. Anita	9811595159
10	BAPUNAGAR	Dr Veena	9911187445	Dr. Sarita Gupta	9999977365
11	NARODA	Dr Rajesh	9898261876	Dr. Sohil Mansuri	9265486213
12	VAPI	Dr Anil sahar	9910498369	Dr.Manisha	9444224860
13	ANKLESWAR	Dr Praveen Akhouri	9999599359	Dr. Nilesh	9925956804
14	Med. College, Faridabad	Dr Asim Das	7838182228	Dr Nikhil Verma	7000798104
15	GURUGRAM	Dr Shubra Gupta	9868173101	Dr.Anil	9953876447
16	MANESAR	Dr R.K. Sharma	9868971868	Dr. Shravan Kumar	9718014999
17	BADDI	Dr R.P.Meena	9414072286	Dr.Sanjeev Kumar Kler	9876999105
18	JHARKHAND	Dr Sudhir Gupta	8882535071	Dr Shashi Sinha	9771490430
19	ADITYAPUR	Dr Kujur	9934104345	Dr Shubra Sonali Lakra	9123131289
20	BARI BRAHMANA	Dr Bharat Bhushan	7889661670	Dr Sonika Kundan	9419211300
21	RAJAJINAGAR	Dr Imtiaz Hussain	9954421213	Dr.Satyanarayan	9844126653
22	PEENYA	Dr Yoganandar	9448975673	Dr Binduraj	9448768072
23	GULBARGA	Dr S.K. Chaudhary	9432649038	Dr.Lobo	9820451424
24	UDYOG MANDAL	Dr. Devdasan	9447122737	Dr. Josephine	9895981717
25	ASRAMAM	Dr Solanki	9746119364	Dr Sabu Stephan	9446325241
26	EZHUKONE	Dr Tanuja	9846062939	Dr.Lakshmi Priya	8137088485
27	INDORE	Dr Suchitra Bose	9981127118	Dr. Himanshu Soni	9425094383
28	BIBVEWADI	Dr S. M. Zode	9987529818	Dr Swapnil Bhojar	9953443664
29	ANDHERI	Dr B.B. gupta	9811329497	Dr. Jayshree	9930929562
30	ROURKELA	Dr Jayanti	9810228426	Dr R.P. Mishra	7735955551
31	CHANDIGARH	Dr Sangeeta Mathur	9810000404	Dr gurjot	9888764849
32	LUDHIANA	Dr Madhu Gupta	9810584395	Dr. Udham	9888786036
33	BHIWADI	Dr Anuradha	9818008508	Dr Sanju	8619256667
34	JAIPUR	Dr Banarasi Das	9811387227	Dr Praveen Kumar	9785457180
35	ALWAR	Dr A.K.gautam	9868606154	Dr Ravi Sharma	9414064063
36	UDAIPUR	Dr Brijender Meena	9413349465	Dr Brijender Meena	941349465
37	TIRUNELVELI	Dr Srinivasan	9382147470	Dr Pradeep	9843190831
38	KK NAGAR	Dr Mishra	9350509244	Dr.Malathy Dr.Kuboran	9940302547 9042900000
39	SANATHNAGAR	Dr K.K.Pal	9433037535	Dr Kalyan E.	9177430250
40	NOIDA	Dr Balraj Bhandar	9871471316	Dr Rajiv Garg	9911966050

41	LUCKNOW	Dr Kayam Singh	9711196925	Dr P L Patel	9990870070
42	SAHIBABAD	Dr Pradip Kumar	9968172141	Dr.Vimal Kumar	9210019646
43	VARANASI	Dr Minz	9934364378	Dr Noel Franclin Xalxo	7061076282
44	BAREILLY	Dr Charanjeet	9818078342	Dr Yogender Chavan	9873585722
45	JAJMAU	Dr H.K.Mittal	9811309221	Dr Sanjeev	9212127262
46	RUDRAPUR	Dr Deepshika	9412055553	Dr.Sumati	9417604294
47	JOKA	Dr M.N. roy	9432594341	Dr. Samatirtha	9830755114