



क.रा.बी.नि.
E.S.I.C.

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

कर्मचारी राज्य बीमा निगम हॉस्पिटल,
प्लॉट नं. अच- 3012, ज.आध.डी.सी, 500 क्वाटर्स
अंकलेश्वर, जिला- भरुच (गुजरात)
कर्मचारी राज्य बीमा निगम
अस्पताल,
प्लॉट सं. एच- 3012, 500 क्वाटर्स
क पास, अंकलेश्वर, जिला- भरुच
(गुजरात) **ESIC Hospital, Plot**
No. H-3012, Near 500
Quarters, GIDC, Ankleshwar,
Dist. Bharuch (Gujarat)
Email:ms-
ankleshwar.gj@esic.gov.in
Website: www.esic.gov.in/

-: संशोधित परिपत्र :-

क रा बी नि ,मुख्यालय द्वारा दिनांक 22.02.2023 को सुबह 11:00 बजे वीडियो कांफ्रेंस आयोजित की गई जिसमें ESIC दिवस व विशेष सेवा पखवाड़ा मनाए जाने के संबंध में निर्देश प्रदान किए गए जिसके अनुसरण में कुछ गतिविधियों में संशोधन किया गया है और इसी के संबंध में चिकित्सा अधीक्षक की अध्यक्षता में बैठक का आयोजन दिनांक 22.02.2023 को दोपहर 02:00 बजे उप चिकित्सा अधीक्षक,सहायक निदेशक (सामान्य), शाखा अधिकारी – वित्त ,एसएसटी,लोक शिकायत,जन संपर्क, मेडिकल स्टोर, एनएस, आयुष चिकित्सक,डाईटीशियन एवं सोशल वर्कर के साथ की गई जिसमें निम्न गतिविधिवार कार्यक्रम निर्धारित किया गया जो निम्नलिखित हैं-

क्र. सं.	गतिविधियां/ कार्यक्रम	संबंधित शाखा अधिकारी का दायित्व
1.	Seminar/ Health Talking /Health Awareness Program through PPT.	BO (PR) – Dr. Dilip Solanki
2.	Holding of Suvidha Samagam	BO (PG) – Dr. Dhramendra Vasava
3.	Holding of Health Check-up camps	AMS (Medical Services) - Dr. P.S. Panickkar (with coordination Smt. Arpita Parekh (ANS)
4.	Special Health Screening Camps in OPDs	
5.	Health Awareness/Health Talks/Basic Life Support Education Camps/Exhibitions	
6.	Holding of Yoga, AYUSH and Nutrition Camps with special emphasis on Millets	AMS (Medical Services) - Dr. P.S. Panickkar (coordination with AYUSH Physician, Dietician & Yoga Instructor)
7.	Holding of Cleanliness Drive	AD (General) – Sh. Jay prakash
8.	Clearance of Pending bills of channel partners in healthcare	BO (SST) – Dr. Arjun Vasava
9.	Clearance of Pending third party bills i.r.o. housekeeping, security, etc.	AD (General) – Sh. Jay prakash
10.	Clearance of Pending bills related to construction/ Repair & Maintenance	AD (Construction) – Sh. Jay prakash
11.	Clearance of Pending claims/bills i.r.o. Insured Workers and their Dependents	BO (SST) – Dr. Arjun Vasava BO (Fin.) – Dr. Dharmendra

		Vasava
12.	Special Drive on making all the equipment functional	BO (Medical Store) - Dr. Dilip Solanki

Special drive to be carried out during during the Special Services Fortnight

S.No.	Date	Activity/Event	Concerned Branch (Nodal officer will be concerned branch BO)	Responsible Officers/Officials
1.	24.02.2023 (Timing: 10:00 AM to 11:00 AM)	Inauguration by Ips. At OPD Registration Hall	by concern branch: AMS- Medical services Branch LED TV and projector (Installed at OPD Registration Counter) should be utilized	Management Team Members- Smt Arpita Parekh (ANS), Sh. Vishal Mohandas (NS), Smt. Manisha Sanjava (NS), Dr. Shivangi Patel, Smt. Anamika Thakur (Dietician), Smt. Snehal Shirke (Yoga) with the help of Genl Branch.
	24.02.2023 (Timing: 11: AM to 11:30 AM)	Health Talking /Health Awareness Program through PPT by Projector At OPD Registration Hall	by concern branch: AMS- Medical services Branch and Manage Projector by IT Branch	Smt. Unnati Ben Patel (NO) Smt. Sunita (Nursing Orderly) And as above Mgmt Team Members
	24.02.2023 (Timing: 11:30 AM to 12:00 PM)	Public Health Awareness/Health Talks/Basic Life Support Education Camps At OPD Registration Hall	by concern branch: AMS- Medical services Branch	Sh. Yogesh Ahir (Occupational Therapist) And as above Mgmt Team Members
2.	27.02.2023 (Timing: 10:00 AM to 12:30 PM)	Suvidha Samagam with Nidhi Apke Nikat 2.0 At OPD Registration Hall	by concern branch: B.O.- PG Branch Arrangement of Refreshment for Ips and Employers by General Branch	By Bhagirath Gelani (Asst.) Sh. Manoj Meena (UDC) with help of MTS and House Keeping Supervisor.
	27.02.2023 (Timing: 09:30 AM to 01:30 PM)	Holding of Health Check-up camp GIDC, Ankleshwar	by concern branch: AMS- Medical services Branch 04/07-seater vehicles arrange by General Branch for whole Day	Health checkup team coordinate with NO, Nursing Orderly, Assistant, Social Worker and MTS Sh. Manoj Meena (UDC)
3.	28.02.2023 (Timing: 10:00 AM to 11:30 PM)	Cleanliness Drive in the hospital & Staff Quarter premises and FDDI Road side	by concern branch: AD-General Branch Arrangement of Jhadu, Mask, Globes etc.	By Manoj Meena (UDC) with help of MTS and House Keeping Supervisor.
4.	28.02.2023 (Timing: 09:00 AM to 12:00 PM)	Holding of Yoga, AYUSH and Nutrition Camps with special emphasis on Millets At OPD Registration Hall	by concern branch: AMS- Medical services Branch	Dr. Shivangi Patel (Ayush), Smt. Anamika Thakur (Dietician) Smt. Snehal Shirke (Yoga) And as above Mgmt Team Members
5.	01.03.2023 (Timing: 10:00 AM to 12:30 PM)	Grievance Redressal Day (Suvidha Samagam) At OPD Registration Hall	by concern branch: B.O.- PG Branch and letter issue to D1, D2 dispensaries and DCBO in charge of Ankleshwar/Bharuch Arrangement of Refreshment for	By Bhagirath Gelani (Asst.) Sh. Manoj Meena (UDC) with help of MTS and House Keeping Supervisor.

			Ips and Employers by General Branch	
6.	02.03.2023 (Timing: 09:00 AM to 01:00 PM)	Clearance of Pending bills/claims of Insured workers/dependents and channel partners (Tie-up Hospitals, Service Providers, etc.) and third-party bills i.r.o. housekeeping, security etc. related to construction, repair & maintenance	by concern branch: B.O.- SST/ Fin./ Medical Store & AD-General/Construction Branch	Concerned branch DA will report to PR Branch timely before 1:00 PM.
7.	03.03.2023 (Timing: 09:30 AM to 01:00 PM)	Special Health Screening Camp in OPDs At OPD Hall- 01	by concern branch: AMS-Medical services Branch	Management Team Members- Smt Arpita Parekh (ANS), Sh. Vishal Mohandas (NS), Smt. Manisha Sanjava (NS), Dr.Shivangi Patel, Smt. Anamika Thakur (Dietician), Smt. Snehal Shirke (Yoga).
8.	03.03.2023 (Timing: 09:00 AM to 01:00 PM)	Clearance of Pending bills/claims of Insured workers/dependents and channel partners (Tie-up Hospitals, Service Providers, etc.) and third-party bills i.r.o. housekeeping, security etc. related to construction, repair & maintenance	by concern branch: B.O.- SST/ Fin./ Medical Store & AD-General/Construction Branch	Concerned branch DA will report to PR Branch timely before 1:00 PM.
9.	06.03.2023 (Timing: 09:00 AM to 12:00 PM)	Holding of Yoga, AYUSH and Nutrition Camps with special emphasis on Millets At OPD Registration Hall	by concern branch: AMS- Medical services Branch	Dr. Shivangi Patel (Ayush), Smt. Anamika Thakur (Dietician) Smt. Snehal Shirke (Yoga) And as above Mgmt Team Members
10.	07.03.2023 (Timing: 9:30 AM to 1:30 PM)	Holding of Health Check-up camp GIDC, Ankleshwar	by concern branch: AMS-Medical services Branch 04/07-seater vehicles arrange by General Branch for whole Day	Health checkup team coordinate with NO, Nursing Orderly, Assistant, Social Worker and MTS Sh. Manoj Meena (UDC)
11.	07.03.2023 (Timing: 09:00 AM to 01:00 PM)	Clearance of Pending bills/claims of Insured workers/dependents and channel partners (Tie-up Hospitals, Service Providers, etc.) and third-party bills i.r.o. housekeeping, security etc. related to construction, repair & maintenance	by concern branch: B.O.- SST/ Fin./ Medical Store & AD-General/Construction Branch	Concerned branch DA will report to PR Branch timely before 1:00 PM.
12.	09.03.2023 (Timing: 10:00 AM to 11:30 AM)	Holding of Health Check-up camp GIDC, Ankleshwar	by concern branch: AMS-Medical services Branch 04/07-seater vehicles arrange by General Branch for whole Day	Health checkup team coordinate with NO, Nursing Orderly, Assistant, Social Worker & MTS. Sh. Manoj Meena (UDC)
13.	09.03.2023	Grievance Redressal Day	by concern branch: B.O.- PG	By Bhagirath Gelani (Asst.)

	(Timing: 10:00 AM to 12:30 PM)	(Suvidha Samagam) At OPD Registration Hall	Branch and letter issue to D1, D2 dispensaries and DCBO in charge of Ankleshwar/Bharuch Arrangement of Refreshment for Ips and Employers by General Branch	Sh. Manoj Meena (UDC) with help of MTS and House Keeping Supervisor.
14.	10.03.2023 (Timing: 09:00 AM to 12:30 PM)	Special Drive on making all the equipment functional thereby reducing the referrals	ESIC Hospital, Ankleshwar will conduct special drive on making all the equipment functional and start in-house facilities/treatment/test thereby reducing the referrals by concern branch: B.O.-Medical Store.	Dr. Dilip Solanki
15.	10.03.2023 (Timing: 10:30 AM to 12:30 PM)	Closing Ceremony	Arrangement of Refreshment for Ips and Employers by General Branch	Management Team Members- Smt Arpita Parekh (ANS), Sh. Vishal Mohandas (NS), Smt. Manisha Sanjava (NS) Smt. Anamika Thakur (Dietician), Smt. Snehal Shirke (Yoga)

इस कार्यक्रम की प्रतिदिन मुख्यालय दिल्ली से सीधे रूप से निरीक्षण व सुपरवीजन किया जायेगा अतः संबंधित अधिकारी/कर्मचारी को जो दायित्व दिए गए हैं उनको समयबद्ध तरीके से संचालित कर अपनी रिपोर्ट रिपोर्टिंग अधिकारी को प्रेषित करें। कार्यक्रम में बदलाव होने की स्थिति में संबंधित अधिकारी/कर्मचारी के दायित्व में बदलाव किया जा सकता है। हेल्थ चेक अप टीम हेतु पूर्व में जारी आदेश यथावत रहेंगे जिसमें mgmt. Team Member टीम का सहयोग करेंगे। अतः निर्धारित निर्देशों का पालना करते हुए इस संबंध में संबंधित सभी अधिकारी/कर्मचारीगण ESIC स्थापना दिवस व विशेष सेवा पखवाड़ा -2023 को सफलता पूर्वक संपादित करना सुनिश्चित करें।

उक्त पत्र सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

शाखा अधिकारी (जन-सम्पर्क शाखा)