

**पंजीकृत**

प्रेषक,

प्रथम अपीलीय, प्राधिकारी -सह-निदेशक,  
ई.एस.आई स्वास्थ्य संरक्षण, हरियाणा,  
एस.सी.ओ 803, एन.ए.सी, मनीमाजरा, चण्डीगढ़।

सेवा में,

Sh. Surender Kumar Jain, S/o Sh. Ratan Lal Jain,  
# 1660, Housing Board Colony, Sector-15,  
Sonapat, Haryana.

यादि क्रमांक: 6/1(357)- आर0टी0आई0-जी-3-2016/  
दिनांक

**विषय:- Information under RTI Act, 2005.**

उपरोक्त विषय के संदर्भ में।

2. आप द्वारा मांगी गई सूचना निदेशालय में उपलब्ध शाखा के रिकार्ड अनुसार आपको प्रेषित की जाती है।
3. विभाग द्वारा प्रदत्त सूचना से सहमत ना होने की स्थिति में आप प्रथम अपीलिएट अथोरिटी-कम-निदेशक, कर्मचारी राज्य बीमा स्वास्थ्य संरक्षण, हरियाणा, एस.सी.ओ 803, एन.ए.सी, मनीमाजरा, चण्डीगढ़ को अपील कर सकते हैं।
4. यदि आप उपरोक्त अनुमान से असन्तुष्ट है तो आपको अपीलीय प्राधिकारी निदेशक, ई.एस.आई स्वास्थ्य संरक्षण, हरियाणा के सम्मुख अपील प्रस्तुत करने के लिये अनुरोध किया जाता है।

**संलग्न:**

राज्य जन सूचना अधिकारी-सह-उपनिदेशक (पी एण्ड आई),  
कार्यालय निदेशालय, ई0एस0आई0 हेल्थ केयर, हरियाणा।

पृ० क्रमांक: 6/1(357)- आर0टी0आई0-जी-3-2016/ 9045

दिनांक 26-8-16

इसकी एक प्रति प्रोग्रामर को कार्यालय की वेब साईट पर अपलोड करने हेतु प्रेषित की जाती है।

राज्य जन सूचना अधिकारी-सह-उपनिदेशक (पी एण्ड आई)  
कार्यालय निदेशालय, ई0एस0आई0 हेल्थ केयर, हरियाणा।

FTMS  
9589  
18-8-16

SG 16

17/8/16


12-8-16  
EJS

विषय:-

सूचना के अधिकार अधिनियम 2005 के तहत सूचना उपलब्ध करवाने बारे- श्री सुरेन्द्र कुमार जैन ।

क्या राज्य जन सूचना अधिकारी -कम-उप निदेशक (पी0एण्ड0आई0) अपने पत्र क्रमांक 6/1 (357)-आर.टी.आई-जी3-2016/8607, दिनांक 01.08.2016 की ओर ध्यान देने की कृपा करेंगे?

विषयलिखित मामले में आवेदक द्वारा मांगी गई बिन्दु न:3 के एक की सूचना ई.एस.आई. डिस्पैसरीयों में बीमाकृतों की संख्या अनुसार स्टाफ के ई.एस.आई.सी. नार्मस की प्रति (प्रति संलग्न) आपको आवश्यक कार्यवाही हेतु प्रेषित है।

  
चिकित्सा निरीक्षक  
Medical Inspector  
ESI Health Care Haryana

सेवा में

राज्य जन सूचना अधिकारी  
-कम-उप निदेशक (पी0एण्ड0आई0)।

अशा0 क्रमांक 1/445-ई.एस.आई-जी2-2016/8874

दिनांक 17-8-16



**HEADQUARTERS OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(ISO 9001-2008 CERTIFIED)  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002.  
E-mail: [med1-hq@esic.in](mailto:med1-hq@esic.in) Website: [www.esic.nic.in](http://www.esic.nic.in)

No. U/13/14/ATR/ESIC/38/14/Med.I/Vol.I

Dated: 11.01.2016

To,

All SSMCs/SMCs/DMD/DMN/MSs, ESIC  
All RDs/Directors (i/c)/JDs (i/c), ESIC

All DIMSs/AMOs,  
State ESI Scheme

17.58  
10.2.16

Director

2  
13/1/16  
E/2

**Subject: One doctor dispensary norms for more than 2000 IPs family units in newly implemented areas.**

Sir/Madam,

As per ESIC 2.0 reforms, the ESIC has to cover entire Districts by 2016 where it is currently functional. Further expansion will be happening due to increase in coverage by reducing threshold below 10 and also by covering construction and other unorganized sector workers. Due to this, manifold increase in the total number of IPs is expected. Based on the earlier decision of ESIC, a Sub Committee was constituted to suggest on expansion of medical facilities based on geographical necessity. It has recommended setting up of one doctor dispensary in such uncovered areas which are to be covered.

In view of the above, ESI Corporation in its 167<sup>th</sup> meeting held on 18<sup>th</sup> December, 2015 has approved that in such, to be implemented new areas, if no other appropriate facility is there, ESIC should open one doctor dispensary with the following features:

**A. Staff:**

1. Doctor - 1
2. Nurse/ANM - 1
3. Pharmacist - 1
4. LDC/UDC/MTS - 1

**B. Area : 200 sq. mtr. (approx)**

In view of the urgency of requirement, porta cabins can be used.

Hence, you are requested to take cognizance of the above decision of the ESI Corporation for further planning and expansion of the ESI Scheme in your respective work area so that the decision of the ESI Corporation may be implemented smoothly.

This issues with the approval of Director General

Yours faithfully,

*Naveen*  
(Dr Naveen Saxena)  
OSD (Medical)

Copy to:

1. PPS/PS to DG/FC/MC for information.
2. All the Divisional Head and CVO, Hqrs. Office for information.
3. Directors/Jt. Directors of Hqrs. Office for information.
4. Website Content Manager with the request to upload this communication on ESIC website.



## NORMS FOR STAFF IN ESI DISPENSARIES

### Guidelines :

- a) Generally two doctor dispensary should be opened for 3000 IP Family Units, 3 Doctor Dispensary for 5000 IP Family units and 5-doctor dispensary for 10000 IP Family Units. In case a dispensary is providing services to 25000 - 30000 Insured Persons within a radius of 7-8 kilometers, then a new dispensary may not be set up till the number of IP coverage exceeds 30000. Normal services can be provided through upgradation of the existing dispensary and provision of additional staff as per workload. Keeping this in view, the reorganisation of dispensaries should be done.
- b) In areas having a strength of population of less than 3000 IP Family units, OPD services may be provided through mobile dispensaries/Insurance Medical Practitioners.
- c) Dispensaries should preferably function for twelve hours in two shifts, depending on local requirements.
- d) Single shift dispensaries/broken shift dispensaries should have at least a minimum of two doctors.
- e) Double shift dispensaries should have a minimum of five doctors.
- f) Regular evaluation should be done as per workload.
- g) At the time of initial implementation of scheme in any area, the Medical Officers and other staff may be provided on the basis of the number of employees attached/likely to be attached to a particular dispensary.
- h) After the scheme has been in operation for a period of one year or more and in case augmentation staff is required, the strength of Medical Officers or other staff may be revised on the basis of workload. The yardstick for this purpose should be 60 cases on an average, per doctor per day in the ratio of 20 new and 40 old.
- i) Emergency services may be made available at some dispensaries, depending on the requirements, after working hours of the dispensary, by providing an additional Medical Officer, one Pharmacist/Staff Nurse and one Class IV employee for each dispensary.

*Attest*  
*[Signature]*  
16-8  
P.T.O.



Designation	2Dr. Dispensary (3000-5000) Insured Person Family Units	3 Dr. Dispensary (5000-10000) Insured Person Family Units	5 Dr. Dispensary (10,000 & above) Insured Person Family Units
Medical Officer	2	3	5
Head Clerk	-	-	1
UDC Cashier	1	1	1
UDC	1	1	1
LDC	1	1	1
LHV/ANM/Staff Nurse	2	2	4
Pharmacist	2	3	5
Labn. Technician	One for 25 to 30 tests per day if a Laboratory is provided !		
Dresser	1	2	2
Record Sorter	1	2	2
Peons	3	5	5

Note: (a) Sweeping and Security may be given on Contractual Basis.

(b) Part Time Staff like Gardener, water carrier, Sweepers etc. may be employed as per requirement. (When regular is not available)

#### MOBILE DISPENSARIES

In areas where there are small pockets of IPs scattered over a wide area, medical service can be provided through mobile dispensaries halting at different centres on fixed days and hours. Individual areas should at least be visited twice a week.

Following is the yardsticks of staff for mobile dispensary:

1. Medical Officers - 1
2. Pharmacist - 1
3. Anm/LHV - 1
4. Driver - 1
5. Stretcher Bearer - 1

Attested  
16-8  
Medical Inspector  
ES Health Care Haryana