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E. S. I. C.

## कर्मचारी राज्य विमा महामंडळ रुग्णालय

(श्रम आणि रोजगार मंत्रालय, भारत सरकार)

### कर्मचारी राज्य बीमा निगम अस्पताल,

श्रम एवं रोजगार मंत्रालय, भारत सरकार

**Employees' State Insurance Corporation Hospital**

(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

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## A NABH Certified (Entry Level) and ISO 9001:2015 Certified Hospital

NO 332-A/Circular/ESICH/BIB/PN/2022

Date – 06/02/2025

### CIRCULAR

#### Subject : Observance of 74<sup>th</sup> ESIC Foundation Day & Special Services Fortnight -2025 – regarding

In response to the Headquarters office instructions dated 31/01/2025. ESIC will be observing 'Special Services Fortnight' from 24<sup>th</sup> February, 2025 which will conclude on 10<sup>th</sup> of March, 2025. A detailed schedule of activities to be organized by this Hospital is as under -

Date	Broad Guidelines	Related Activities	Head Cordinator	Support Staff	Logistics	Remark	Report Submission
24/02/2025	Public Health Awareness/Health Talks/Basic Life Support Education Camps in industrial cluster.	Beautification, illumination, Display of ESIC Day Banners, Standees of various activity schedules Health Banners in Marathi & Hindi.	DD (admin)	Care Taker, PMD, Housekeeping, General Br., ANS(I/C), SSOs.	Banners, Standees. Mics, Speakers Illumination 24 <sup>th</sup> Feb to 10 <sup>th</sup> of March	Photographs of all activities (Ips epicenter) and geotag.	Submission of report in the evening
		Basic Life Support education camps in Industrial Cluster & Health Talks.	Dr Gayatri Dr. Jayshree	Dr. Ankit & Dr. Pradeep (Anesthesia) AE Civil Dr. Gurshali	Conveyance Coordination Banners, Standees Mannequin	Industrial visit Construction site Photographs of all activities (Ips epicenter) and geotag.	Submission of report in the evening
25/02/2025	To identify areas and undertake cleanliness drive.	Cleanliness Drive in identified areas. Areas to be identified.	AD (CRI) & ANS I/C	Housekeeping, Shri Abhay Kumar, All Staff	Banners, Posters, Slogans and Cleaning material	Photographs of all activities (Ips epicenter) and geotag.	Submission of report in the evening

28/02/2025	In coordination with SubRegional Offices, Branch Offices hold Preventive Health check-up camps/Health screening camps at Industrial Clusters. This may be also utilized for creating awareness about ESI Scheme and its benefits.	Preventive Health Check Up Camps in Industrial Cluster with creating awareness if ESI Scheme & Benefits	Dr Vishal	OPD ANS & SNO & Paramedics	PPT Banner Posters Conveyance	Photographs	Submission of report in the evening
03/03/2025	Yoga & Ayush Camps Preventive Health check-up camps/ Health Screening Camps.  Sub Regional Office will identify such areas having higher concentration of workers / big employers in-coordination with Hospitals	-Yoga and Ayush Camps in higher concentration of workers and big employers  -Ayurveda medicinal Plantation in Hospital identified area.  -Yoga training session in SRO  -Awareness camp for chronic diseases and mitigation	Dr. Amruta  Smt Ashwini Yoga Therapist  Dr. Vishal	Caretaker, Housekeeping staff  Nursing staff	Medicinal Plants Yoga Mat PPT Banner Poster Conveyance	Photographs	Submission of report in the evening
04/03/2025	In coordination with Sub Regional Offices will hold Preventive Health check-up camps/Health screening camps at Industrial Clusters	Preventive Health Checkup / screening camps at industrial cluster	Dr. Vishal	OPD Nurses, Paramedics	PPT Banner Posters Conveyance	Photographs	Submission of report in the evening
05/03/2025	Sub Regional Offices and Hospitals will hold 'Suvidha Samagam' to redress the grievances of Insured Workers/their family members and employers	Suvidha Samagam	Dr. Kale  DD (Admn)	SRO Staff		Photographs	Submission of report in the evening

06/03/2025	Conduct Special Drive on making all the equipment functional and maximise in-house facilities / treatment / test thereby reducing the referrals.	Equipment functional Drive	AMS/ AMS (I/C)	Dr Kale, Pharmacist, All ANS and SNOs  Specialist (I/C)		Compliance report to be submitted	Submission of report in the evening
07/03/2025	In coordination with Field Offices will hold Health Exhibition/Health Melas, Competition/Quiz, Nukkad Natak at industrial cluster for creating awareness on ESI Scheme.	Health Exhibition/ Health Melas, Competition / Quiz, Nukkad Natak at Industrial Cluster	Dr. Vishal ANS (I/C)	ANS Sarika, Nursing Sisters, Doctors	Banners, Stationary, Materials, Posters	Photographs.	Submission of report in the evening
24/02/2025 To 09/03/2025	Will run Special Drive to clear the pending bills/claims of Insured workers/ dependents and Channel Partners (Tie-up Hospitals, Service Providers, etc.).	Clearance of pending bills/ claims of Ips and channel partners	AMS, AMS (I/C)  AD (CRI)  ADF	Officers Medical Stores, Pharmacist, Respective Branch Officials		Compliance Report	Submission of report in the evening
10/03/2025	To observe the Concluding Day of ESIC 'Special Services Fortnight', by focusing on clearance of pendency (if any) of all due payments to th	Concluding Day by focusing on clearance of pendency of due payment	MS	AMS, AD (CRI), AD (F), Medical Store, Concerned Officers		Photograph Reporting	Submission of report in the evening

All are requested to send compliance reports on activities carried out on daily basis along with a brief note, photographs and video clips as necessary. This issues with the approval of Medical Superintendent

(Anant Kumar Verma)  
**Deputy Director (Admn)**

TO ,  
All concerned for necessary action.  
Advance money as permitted may be drawn for carrying out the activities.  
Copy To,  
AMS, AMS (I/C)/AD (F)/AD (CRI)/AE (Civil)/Caretaker/ ANS I/C