



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



पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली
Panchdeep Bhawan, CIG Marg, New Delhi-02
Website : www.esic.nic.in

F. No. A-11011/26/2024-MED-VI

Date: .12.2024

To,

The Medical Superintendent,
ESIC Model Hospital,
Baddi, Himachal Pradesh

Subject: Revision of Manpower of ESIC Model Hospital Baddi as per New Human Resource Norms for ESIC Hospitals and Dispensaries.

Madam/Sir,

I am directed to convey the approval of the Director General, ESIC for the revised sanction of manpower for 100 commissioned beds along with 06 Multi-Disciplinary ICU Beds at ESIC Model Hospital Baddi as per Human Resource Norms for ESIC Hospitals and Dispensaries issued vide OM dated 20-02-2024. The details are as under-

Specialists/MO/SR: -

| S. No. | Department | Revised Sanctioned Strength for | | |
|--------|--------------------------|---------------------------------|---------------------------------------|---------------------------------|
| | | Specialist (Pay Level 11) | Medical Officers (Pay Level 10) | Sr. Residents (Pay Level 11) |
| 1 | Anesthesiology | 4 | 0 | 6 |
| 2 | Biochemistry | 1 | 0 | 1 |
| 3 | Pathology | 1 | 0 | 1 |
| 4 | Microbiology | 1 | 0 | 0 |
| 5 | Chest | 1 | 0 | 1 |
| 6 | Dermatology | 1 | 0 | 1 |
| 7 | ENT | 1 | 0 | 1 |
| 8 | Eye | 1 | 0 | 1 |
| 9 | Medicine | 2 | 6 | 5 |
| 10 | Obstetrics & Gynaecology | 3 | 6 | 5 |
| 11 | Orthopaedics | 2 | 2 | 4 |
| 12 | Paediatrics | 2 | 5 | 5 |

| | | | | |
|----|------------|-----------------|---|---|
| 13 | Radiology | 1 | 0 | 2 |
| 14 | Surgery | 2 | 4 | 4 |
| 15 | Psychiatry | 1 | 0 | 0 |
| 16 | Dental | 1 (Endodontist) | 1 | 0 |

Super Specialists: -

| S. No. | Department | Revised Sanctioned Strength for | |
|--------|------------------|-------------------------------------|---------------------------------|
| | | Super- Specialist (Pay Level 12) | Sr. Residents (Pay Level 11) |
| 1 | Cardiology | 1 | 1 |
| 2 | Medical Oncology | 1 | 1 |
| 3 | Nephrology | 1 | 0 |
| 4 | Gastroenterology | 1 | 0 |

Accident & Emergency (A&E) Department: -

| S. No. | Revised Sanctioned Strength for | |
|--------|---------------------------------|------------------------------------|
| | Specialist (Pay Level 11) | Medical Officers (Pay Level 10) |
| 1 | 1 | 6 |

ICU Department:

| S. No. | Revised Sanctioned Strength for | |
|--------|---------------------------------|---------------------------------|
| | Specialist (Pay Level 11) | Sr. Residents (Pay Level 11) |
| 1 | 1 | 5 |

Other Staff for ICU Department:

| S. No. | Nomenclature of the Post | Pay Level | Revised Sanctioned Strength |
|--------|--------------------------|-----------|-----------------------------|
| 1 | OT Assistant | 3 | 3 |
| 2 | OT Technician | 4 | 2 |
| 3 | Sr. OT Technician | 5 | 1 |

Allied Healthcare Professionals: -

| S. No. | Nomenclature of the Post | Pay Level | Revised Sanctioned Strength |
|--------|--------------------------|-----------|-----------------------------|
| 1 | OT Assistant | Level 3 | 6 |

| | | | |
|----|---|---------|----|
| 2 | OT Technician | Level 4 | 2 |
| 3 | Senior OT Technician | Level 5 | 1 |
| 4 | Plaster Assistant | Level 3 | 5 |
| 5 | Plaster Technician | Level 4 | 2 |
| 6 | CSSD Assistant | Level 3 | 4 |
| 7 | CSSD Technician | Level 4 | 1 |
| 8 | Senior CSR Technician | Level 5 | 1 |
| 9 | ECG Technician | Level 4 | 5 |
| 10 | Senior ECG Technician | Level 5 | 1 |
| 11 | Junior Medical Laboratory Technologist | Level 5 | 10 |
| 12 | Medical Laboratory Technologist (Lab Technician) | Level 6 | 4 |
| 13 | Technical Officer- MLT (Senior Technical Lab Assistant) | Level 7 | 1 |
| 14 | Junior Radiographer | Level 3 | 7 |
| 15 | Radiographer | Level 6 | 2 |
| 16 | Senior Technical Assistant (Radiology) | Level 6 | 1 |
| 17 | Physiotherapist | Level 6 | 1 |
| 18 | Occupational Therapist | Level 6 | 1 |
| 19 | Optometrist | Level 6 | 1 |
| 20 | Dental Mechanic | Level 5 | 1 |
| 21 | Respiratory Lab Assistant | Level 4 | 1 |
| 22 | Dietician | Level 7 | 1 |
| 23 | Pharmacist | Level 5 | 8 |
| 24 | Senior Pharmacist (NFG) | Level 6 | 3 |
| 25 | Pharmacy Officer (NFG) | Level 7 | 1 |
| 26 | Senior Pharmacy Officer (NFG) | Level 8 | 1 |
| 27 | Medical Social Worker | Level 4 | 2 |
| 28 | Medical Record Assistant (Jr. MRT) | Level 2 | 4 |
| 29 | Medical Record Technician | Level 4 | 2 |
| 30 | Medical Record Officer | Level 6 | 1 |
| 31 | Library Assistant | Level 2 | 1 |

Administration (Medical): -

| S. No. | Nomenclature of the Post | Pay Level | Revised Sanctioned Strength |
|--------|--------------------------------------|-----------|-----------------------------|
| 1 | Medical Superintendent | Level 14 | 1 |
| 2 | Deputy Medical Superintendent | Level 13 | 1 |
| 3 | Medical Officer (I/c Medical Stores) | Level 10 | 1 |

Administration (Non-Medical) -I: -

| S. No. | Nomenclature of the Post | Pay Level | Revised Sanctioned Strength |
|---------------|---------------------------------|------------------|------------------------------------|
| 1 | Deputy Director (Admin) | Level 10 | 1 |
| 2 | Deputy Director (Finance) | Level 10 | 1 |
| 3 | Assistant Director (DDO/Cash) | Level 8 | 1 |

Administration (Non-Medical) - II: -

| S. No. | Nomenclature of the Post | Pay Level | Revised Sanctioned Strength |
|---------------|--------------------------------------|------------------|------------------------------------|
| 1 | Office Superintendent | Level 7 | 3 |
| 2 | Assistant | Level 6 | 4 |
| 3 | UDC | Level 4 | 7 |
| 4 | LDC | Level 2 | 3 |
| 5 | Senior Translation Officer | Level 7 | 1 |
| 6 | PPS for Medical Superintendent | Level 11 | 1 |
| 7 | PS for Deputy Medical Superintendent | Level 8 | 1 |
| 8 | Stenographer | Level 4 | 1 |
| 9 | MTS (for Admin) | Level 1 | 7 |
| | MTS (for A&E) | | 5 |
| | MTS (for CSSD) | | 1 |
| | MTS (for Radiology) | | 4 |
| | MTS (for Library) | | 1 |

Note: one official from Assistant/ UDC cadre may be designated as Caretaker.

Engineering Division:

| S. No. | Nomenclature of the Post | Pay Level | Revised Sanctioned Strength |
|---------------|---------------------------------|------------------|------------------------------------|
| 1 | Junior Engineer (Civil) | Level 6 | 1 |
| 2 | Junior Engineer (Electrical) | Level 6 | 1 |

Nursing staff:

| S. No. | Nomenclature of the Post | Pay Level as per 7th CPC | Revised Sanctioned Strength |
|---------------|----------------------------------|--|------------------------------------|
| 1 | Nursing Officer | Level 7 | 66 |
| 2 | Senior Nursing Officer | Level 8 | 29 |
| 3 | Assistant Nursing Superintendent | Level 10 | 6 |

Outsourced services:

| S. No. | Nomenclature of the Post | Revised Sanctioned Strength |
|---------------|---------------------------------|------------------------------------|
| 1 | Chief Hospital Manager*** | 1 |
| 2 | Hospital Manager | 1 |
| 3 | IT Manager | 1 |
| 4 | IT Assistant | 1 |
| 5 | Data Entry Operator | 10 |
| 6 | Staff for Facilitation Counter | 1 |
| 7 | Staff for Registration Counter | 15 |
| 8 | Quality Control Manager* | 1 |
| 9 | Sanitary Staff / Worker | 38 |
| 10 | Sanitary Supervisor | 1 |
| 11 | House Keeping In-charge | 1 |
| 11 | Security Guard | 52 |
| 12 | Security Supervisor | 3 |
| 13 | Support Staff** | 58 |

* The quality control manager should be hired by the hospital at the time of initiating the process of NABH/ NABL/ NAAC Accreditation. They will be required for continuous assessment, rating and surveillance by board/ authorities. They may also be utilized by the hospital administration as per other functional requirement.

** For the services that were earlier being rendered by the erstwhile cadre of Nursing Orderly and allied cadres.

***As far as possible Officers of the rank of Major or equivalent may be engaged on contractual basis.

All outsourced services are to be procured through **GeM only** keeping in mind the existing guidelines and circulars issued from time to time from Hqrs office. Medical Superintendent, ESIC Model Hospital Baddi is directed to hire the contractual and outsource staff on actual requirement basis only and not merely based on the sanction/ release letter. The sanction given for contractual and outsource staff is upper ceiling and the engagement shall never overshoot the specified number. All contractual and outsource staff engagement shall be duly concurred by local finance considering bed occupancy, actual work load, local incidences and other issues.

The Finance Division has accorded their concurrence vide their note #16 of the e-file of even number.

The revised sanction strength supersedes all previous sanctions issued in this regard.

The above sanction is inclusive of manpower required for functioning of 10 HDU beds i.e. 10% of Commissioned Beds.

This issues with the approval of the Competent Authority.

Yours faithfully,

Assistant Director (MA)

Copy to: -

1. The Regional Director, ESIC Regional Office, Himachal Pradesh.
2. The Zonal Insurance Commissioner (North Zone).
3. The Zonal Medical Commissioner (North Zone).
4. Medical Education Cell, Headquarters, New Delhi.
5. Medical I/II/III/IV/V, ESIC Hqrs.
6. Estt. I/II/III/E-I DPC Cell, ESIC Hqrs.
7. Website Content Manager with the request to upload on the ESIC website.
8. Guard file.