



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



मुख्यालय/HEADQUARTERS

पंचदीप भवन, सीआईजी मार्ग, नई दिल्ली-110002
 Panchdeep Bhawan, CIG Marg, N.D.- 02
 Phone: 011-23604714, VOIP: 10011070
 Email: general-hq@esic.nic.in
 Website: www.esic.gov.in

D-36012/29/2022-Gen

Date-19-09-2024

To,

1. All Insurance Commissioners and Medical Commissioners,
2. All Additional Commissioners & Regional Directors/Deputy Directors(I/c.), Regional offices/Sub-Regional Offices,
3. D(M)Delhi, D(M) Noida,
4. All Deans, ESIC Medical Educational Institutions,
5. All Medical Superintendents, ESIC Hospital.

Subject- Special Campaign 4.0 for disposal of pending matters from 2nd October to 31st October, 2024

Please refer to DARPG OM No. Q-15012/02/2024-O&M-DARPG (E.No.8885) on the aforementioned subject (copy enclosed).

The special campaign will be organized in two phases-Preparatory Phase from 15th September 2024 to 30th September 2024 and implementation phase from 2nd October 2024 to 31st October 2024.

Preparatory phase (15-09-2024 to 30-09-2024):

- I. Mobilize the offices/officers and ground functionaries for the campaign
- II. Appoint nodal offices in each of their campaign offices
- III. Arrange training for the nodal officers about their role in the campaign
- IV. Creating space to auction on dead stock and redundant materials.
- V. Identify pending references
- VI. Identify campaign sites for cleanliness.

- VII. Assess the volume of redundant materials to be disposed and finalize the procedures for their disposal.

Main Phase (02-10-2024 to 31-10-2024):

- I. Redundant scrap material and obsolete items shall be identified for disposal as per laid down rules/procedure during campaign phase.
- II. Record management, categorization, recording, review and weeding out of physical records as per extant guidelines.
- III. Removing redundant scrap material and obsolete items and space management planning for enhancing work place experience.
- IV. A comprehensive planning for cleanliness, space management and beautification of offices.
- V. High resolution pictures of the campaign sites may be captured before start of the campaign and after the completion of campaign for documentation purposes.

The following units have been earmarked where the special attention shall be given during the special drive:

Sr. No.	Cleanliness Campaign Site	Nodal Officer
1	Regional Office, Uttarakhand	Deputy Director (In charge), RO Uttarakhand
2	Regional Office, Indore, Madya Pradesh	Regional Director (In charge), RO Madya Pradesh
3	Regional Office, Guwahati, Assam	Regional Director, RO Assam
4	Regional Office, Chennai, Tamil Nadu	Regional Director & AC (In charge), RO Tamil Nadu
5	Branch Office, Shahdra, Delhi	Dy. Director (In Charge), SRO-Nand Nagri
6	Sub-Regional Office, Pune, Maharashtra	Deputy Director (In charge), SRO Pune
7	Sub-Regional Office, Lucknow	Deputy Director (In charge), SRO Lucknow

8	Sub-Regional Office, Ludhiana, Punjab	Deputy Director (In charge), SRO Ludhiana
9	ESIC Hospital, Jhilmil	Medical Suptdt., ESIC Hospital Jhilmil.
10	ESIC Hospital, Asramam, Kollam, Kerala	Medical Suptdt., ESIC Hospital, Asramam,
11	DCBO-Gondia, Maharashtra	RO-In charge, Maharashtra.
12	ESIC Hospital, Vapi, Gujarat	Medical Suptdt., ESIC Hospital, Vapi

Each RO/SRO/Hospital shall designate a Nodal Officer for the Special Campaign (Preferable Senior most officer). The Nodal officers will coordinate the campaign in their Offices. He/She will collect information on daily basis and arrange to send the details to respective Zonal ICs/MCs through e-mail and prescribed Google Form.

The progress report must be furnished on daily basis by Zonal ICs/MCs on email i.e. general-hq@esic.nic.in and also to PR branch on email i.e. pr.branch-hq@esic.nic.in Prescribed Google form so as to enable this office to upload the same on SCDPM portal timely.

The Zonal MCs will send the information for ESIC Hospitals/Medical institutions/Medical Directorates and Zonal ICs will send the information for all ROs/SROs/NTA.

The third-party assessment of campaign may also be undertaken during the Campaign and post Campaign phase for the Campaign sites.

Photographs/videography of the Cleanliness Campaign Sites shall be presented through social media, featured articles in newspaper, small features/documentaries on Door darshan etc.

This is issued with the approval of competent authority.

Yours Sincerely,

Om Prakash Thakur

Assistant Director (General)