



EMPLOYEES' STATE INSURANCE CORPORATION

PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI - 110002.

(Website address: www.esic.nic.in)

No. : G-32/11/6/50/09-ISD

Dated: 8th July 2009

To

All the Regional Directors/ Joint Directors (In-charge)/Branch Managers,
ESIC Regional/Sub Regional Office/ Branch Office,

Sub.: **Project Panchdeep: Delegation of powers to Branch Managers, etc. for certain items of work to be done by them/ arrangements to be made by them.**

Sir/Madam,

This has reference to discussions in the RDs/SSMCs/Medical Superintendents Conference held on 29th May 2009, wherein Director General was pleased to consider delegating the powers to the Branch Managers of ESIC for certain items relating to requirements under IT enablement Project Panchdeep.

Director General is accordingly pleased to delegate the following powers to the Branch Managers of ESIC Branch Offices in all the Regions/Sub Regions/Divisions:-

1. Procurement/Installation/Extension/Modification of new/existing switches and wiring to suit the distribution of existing electrical power to all the workstations and minor civil works. This will also include the surge protected power extension boards wherever required. This work will be accomplished before receipt of supply of computers/peripherals. The above arrangement is required to be done in respect of dispensaries also located in the area of the Branch Office so as to cover all the Dispensaries as well. In case of any confusion, RD / JD(I/C) will decide the dispensaries to be covered by particular Branch Manager so as to avoid the confusion.
2. Procurement of good Furniture (workstation) for Computers nodes/peripherals on DGS&D Rate Contract keeping in view in the existing furniture available in the respective Branch Office/Dispensaries. The procurement will be made in advance before receipt of supply of computers and peripherals by M/s. WIPRO, the System Integrator, to place the received items for installation without delay in consultation of representatives of WIPRO, if required. Branch Manager and RD / JD(I/C) will be responsible for timely availability / completion of the aforesaid items.

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3. Printing of pamphlets, etc. for publicity in connection with camps for new Photo Identity Cards for which separate instructions too issued by SPOC of Pehchan.
4. A sum of Rs. 10 lakhs each for RO/SRO is being transferred initially for this purpose. Request for additional funds, if required, may be made directly from F&A Branch-II of Hqrs. Office.
5. The requirement of budget for aforesaid expenditure may please be made in Revised Estimates of 2009-2010.

As regards the modalities, the procurements may be made on DGS&D Rate Contract.

The Branch Manager will issue/place purchase orders in respect of his/her Branch Office, Dispensaries in their jurisdiction which will be endorsed to the Regional Director/Joint Director (In-charge) for the above mentioned items/work. He/She will further receive the same, get the items installed and after getting the verification done, shall enter the items in Stock Register, record the report on the Bill which would be sent to the Regional Director for issuing cheque and sending back to the Branch Manager for release within one week.

Regional Directors/Joint Directors In-charge are requested to send copies of this letter to all the Branch Managers working under them for necessary action. They should suitably guide the Branch Managers and coordinate the entire activity under their jurisdiction.

No letter should be written to Hqrs. Office for any clarification, rather DG/FC/Director (Sys) may be contacted over phone, if required.

This issues with the approval of Director General.

Yours faithfully,

(RAJIV DATT)
Financial Commissioner

Copy for information/needful to:

- 1) SSMC/SMC/Joint Director (Fin.)/Dy. Director (Fin.)/All Regional Office/Sub Regional Office.
- 2) Director (Fin.), ESI HQ Office for transfer of funds to all R.O./ SROs

o/c.

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