



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

File No. A-11/1/2024-MED-VI (Comp. No.940100)

Date: .11.2024

To,

The Medical Superintendent,
ESIC Hospital,
OKHLA, Delhi

Subject: Revision of Manpower of ESIC Hospital OKHLA 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 303 commissioned beds to provide medical care across various Broad Speciality and Super Speciality services, along with 22 ICU beds (10 for the Multidisciplinary ICU and 12 for the NICU) at ESIC Hospital, Okhla, in accordance with the Human Resource Norms for ESIC Hospitals and Dispensaries issued vide OM dated 20.02.2024. The details are as follows:

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	Anaesthesiology	5	3	10
2	Biochemistry	2	0	1
3	Chest	2	1	2
4	Dermatology	2	0	1
5	Dental	2 (Endodontist, Prosthodontist)	2	0
6	ENT	2	0	2
7	Eye	2	0	2
8	Microbiology	1	0	1
9	Medicine	5	8	6
10	Obstetrics & Gynaecology	5	8	6
11	Orthopaedics	3	4	6
12	Pathology	2	0	2
13	Paediatrics	4	5	7
14	Psychiatry	1	0	1
15	Radiology	5	0	3
16	Surgery	4	4	6
17	Physical Medicine and Rehabilitation	2	0	2

Super Specialists: -

S. No.	Department	Revised Sanctioned Strength for	
		Super- Specialist (Pay Level 12)	Sr. Residents (Pay Level 11)
1.	Cardiology	3	2
2.	Medical Oncology	3	2
3.	Nephrology	3	2
4.	Gastroenterology	2	2
5.	Neurology	1	0
6.	Endocrinology	2	2
7.	Urology	2	2
8.	Rheumatology	2	1

Specialist for Super Specialist Department:

S. No.	Department	Pay Level	Revised Sanctioned Strength of Specialist
1.	Medicine	Level 11	1

Note: To maintain continuity of super specialty services in the department of Cardiology in the event of unforeseen non - availability of super specialist.

Accident & Emergency (A&E) Department: -

S. No.	Revised Sanctioned Strength for	
	Specialist (Pay Level 11)	Medical Officers (Pay Level 10)
1	3	8

ICU and NICU Departments:

S. No.	Department	Revised Sanctioned Strength for	
		Specialist (Pay Level 11)	Sr. Residents (Pay Level 11)
1	ICU	3	5
2	NICU	0	6

Other Staff for ICU and NICU Departments:

S. No.	Nomenclature of the Post	Pay Level	Revised Sanctioned Strength for	
			ICU	NICU
1	OT Assistant	3	6	3
2	OT Technician	4	4	4
3	Sr. OT Technician	5	2	2
4	Sr. Technical Assistant	6	1	1

Allied Healthcare Professionals: -

S. No.	Nomenclature of the Post	Pay Level	Revised Sanctioned Strength
1.	OT Assistant	Level 3	12
2.	OT Technician	Level 4	4
3.	Senior OT Technician	Level 5	2
4.	Senior Technical Assistant (for OT Staff)	Level 6	1
5.	Plaster Assistant	Level 3	6
6.	Plaster Technician	Level 4	3
7.	CSSD Assistant	Level 3	8
8.	CSSD Technician	Level 4	3
9.	Senior CSR Technician	Level 5	2
10.	Senior Technical Assistant (for CSSD Staff)	Level 6	1
11.	ECG Technician	Level 4	9
12.	Senior ECG Technician	Level 5	2
13.	Sr. ECG Tech. Assistant	Level 6	1
14.	Junior Medical Laboratory Technologist	Level 5	18
15.	Medical Laboratory Technologist (Lab Technician)	Level 6	6
16.	Technical Officer – MLT (Senior Technical Lab Assistant)	Level 7	3
17.	Junior Radiographer	Level 3	13
18.	Radiographer	Level 5	7
19.	Senior Technical Assistant (Radiology)	Level 6	2
20.	Physiotherapist	Level 6	2
21.	Senior Physiotherapist	Level 7	1
22.	Occupational Therapist	Level 6	1
23.	Optometrist	Level 6	2
24.	Senior Optometrist	Level 7	1
25.	Dental Mechanic	Level 5	1
26.	Dental Hygienist	Level 6	1
27.	Respiratory Lab Assistant	Level 4	1
28.	Respiratory Lab Technician	Level 5	1
29.	Dietician	Level 7	1
30.	Senior Dietician	Level 10	1
31.	Pharmacist	Level 5	15
32.	Senior Pharmacist (NFG)	Level 6	6
33.	Pharmacy Officer (NFG)	Level 7	1
34.	Senior Pharmacy Officer (NFG)	Level 8	1
35.	Medical Social Worker	Level 4	3
36.	Medical Record Assistant (Jr. MRT)	Level 2	5
37.	Medical Record Technician	Level 4	3
38.	Medical Record Officer	Level 6	2
39.	Library Assistant	Level 2	2
40.	Library Gr.II	Level 5	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	2
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	2
2	Deputy Director (Finance)	Level 10	1
3	Bio Medical Engineer	Level 10	1
4	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	5
2	Assistant	Level 6	10
3	UDC	Level 4	18
4	LDC	Level 2	7
5	Senior Translation Officer	Level 7	1
6	Junior Translation Officer	Level 6	2
7	PPS for Medical Superintendent	Level 11	1
8	PS for Deputy Medical Superintendent	Level 8	2
9	Stenographer	Level 4	2
10	MTS (for Admin)	Level 1	13
	MTS (for A&E)		6
	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 7 th CPC	Revised Sanctioned Strength
1	Nursing Officer	Level 7	125
2	Senior Nursing Officer	Level 8	53
3	Assistant Nursing Superintendent	Level 10	12
4	Nursing Superintendent	Level 11	1

Outsourced services:

S. No.	Nomenclature of the Post	Revised Sanctioned Strength
1	Chief Hospital Manager***	1
2	Hospital Manager	2
3	IT Manager	1
4	IT Assistant	2
5	Data Entry Operator	15
6	Staff for Facilitation Counter	1
7	Staff for Registration Counter	16
8	Quality Control Manager*	1
9	Sanitary Staff / Worker	109
10	Sanitary Supervisor	5
11	House Keeping In-charge	1
11	Security Guard	130
12	Security Supervisor	9
13	Support Staff**	122

* 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, ESICH OKHLA 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 #37 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 30 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, Delhi.
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.