



**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](http://www.esic.nic.in)

File No. A-11/4/2024-MED-VI

Date: .11.2024

To,

The Medical Superintendent,  
 ESIC Model Hospital,  
 Gurgaon, Haryana.

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

Madam/Sir,

I am directed to convey the approval of the Director General for the revised sanction of manpower for 130 commissioned beds at ESIC Model Hospital Gurgaon as per Human Resource Norms for ESIC Hospitals and Dispensaries issued vide OM dated 20-02-2024. The details are 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	Anaesthesiology	3	0	7
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	2
8	Eye	2	0	2
9	Medicine	3	6	6
10	Obstetrics & Gynaecology	4	6	6

S. No.	Department	Revised Sanctioned Strength for		
		Specialist (Pay Level 11)	Medical Officers (Pay Level 10)	Sr. Residents (Pay Level 11)
11	Orthopaedics	3	3	5
12	Paediatrics	3	5	6
13	Radiology	2	0	2
14	Surgery	3	4	5
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	2
2.	Medical Oncology	1	2
3.	Nephrology	1	2
4.	Urology	1	1
5.	Neurology	1	1
6.	Endocrinology	1	1
7.	Gastroenterology	1	0

**Accident & Emergency (A&E) Department: -**

S. No.	Revised Sanctioned Strength for	
	Specialist (Pay Level 11)	Medical Officers (Pay Level 10)
1	2	6

**ICU: -**

S. No.	Revised Sanctioned Strength for	
	Specialist (Pay Level 11)	Sr. Residents (Pay Level 11)
1.	2	5

**Other Staff for ICU: -**

S. No.	Nomenclature of the Post	Pay Level	Revised Sanctioned Strength
1.	OT Assistant (OTA)	Level 3	3
2.	OT Technician (OTT)	Level 4	3
3.	Sr. OT Technician (Sr. OTT)	Level 5	1

**NICU: -**

S. No.	Revised Sanctioned Strength for SRs (Pay Level 11)
1	6

**Other Staff for NICU: -**

S. No.	Nomenclature of the Post	Pay Level	Revised Sanctioned Strength
1.	OT Assistant (OTA)	Level 3	3
2.	OT Technician (OTT)	Level 4	3
3.	Sr. OT Technician (Sr. OTT)	Level 5	1

**Allied Healthcare Professionals: -**

S. No.	Nomenclature of the Post	Pay Level	Revised Sanctioned Strength
1.	OT Assistant	Level 3	8
2.	OT Technician	Level 4	3
3.	Senior OT Technician	Level 5	1
4.	Plaster Assistant	Level 3	6
5.	Plaster Technician	Level 4	3
6.	CSSD Assistant	Level 3	5
7.	CSSD Technician	Level 4	2
8.	Senior CSR Technician	Level 5	1

S. No.	Nomenclature of the Post	Pay Level	Revised Sanctioned Strength
9.	ECG Technician	Level 4	6
10.	Senior ECG Technician	Level 5	2
11.	Junior Medical Laboratory Technologist	Level 5	11
12.	Medical Laboratory Technologist (erstwhile Lab Technician)	Level 6	4
13.	Technical Officer – MLT (erstwhile Senior Technical Lab Assistant)	Level 7	1
14.	Junior Radiographer	Level 3	8
15.	Radiographer	Level 5	3
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	9
24.	Senior Pharmacist (NFG)	Level 6	4
25.	Pharmacy Officer (NFG)	Level 7	1
26.	Senior Pharmacy Officer (NFG)	Level 8	1
28.	Medical Social Worker	Level 4	2
29.	Jr. MRT (erstwhile Medical Record Assistant)	Level 2	4
30.	Medical Record Technician	Level 4	2
31.	Medical Record Officer	Level 6	1
32.	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	5
3	UDC	Level 4	8
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	8
	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 7 <sup>th</sup> CPC	Revised Sanctioned Strength
1	Nursing Officer	Level 7	87
2	Senior Nursing Officer	Level 8	37

S. No.	Nomenclature of the Post	Pay Level as per 7 <sup>th</sup> CPC	Revised Sanctioned Strength
3	Assistant Nursing Superintendent	Level 10	9

**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	51
10	Sanitary Supervisor	3
11	House Keeping In-charge	1
12	Security Guard	80
13	Security Supervisor	6
14	Support Staff**	75

\* 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, ESIH Gurgaon 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 #34 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 13 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, Haryana/ 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.