



मुख्यालय  
Headquarters  
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002  
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**File no. W-13/13/ARM/SR/POLICY/2024-PMD Dated 22-11-2024**

To,

**All Deans,/Medical Superintendents/Regional Directors  
ESIC Medical College/Hospitals/Regional office  
Employee State Insurance Corporation (ESIC)**

**Subject: Clarification on the Execution of ARM/SR Works as per Established Guidelines- reg.**

Sir/Madam,

References have been received from field units on various issues regarding clear cut guidelines on procedure to be followed for execution of Annual Repairs and Maintenance (ARM), Special Repairs (SR) and other allied works. The issues of improper maintenance and poor execution of ARM/SR works at ESI establishments have been raised during various meetings, visits of dignitaries, and senior officials.

In light of these concerns, the following guidelines are reiterated to ensure streamlined and effective execution of ARM/SR works:

**1. Allocation of States for Supervision of ARM/SR Works:**

(a) Executive Engineers (EEs) are authorize for technical vetting as per their DoP, sanctioning proposals for ARM/SR works, monitoring and providing technical advice as per allocated states. Other Engineering staff posted in the field offices shall assist the above officers for smooth and timely execution of the proposals.

**2. Technical Sanctions and NIT Vetting:**

(a) Proposals for ARM/SR works must undergo technical vetting and sanction as per the established procedure. EE's assigned to specific states are responsible for reviewing and approving these proposals.

(b) Before uploading any Notice Inviting Tender (NIT), it must be checked by the concerned EE for technical correctness.

(c) Processing of release of funds and any technical advice should also be referred to the designated EEs.

### 3. Payment Procedures:

- For **ESIS-run Hospitals/Dispensaries/Staff Quarters/Offices**: All the payments are to be made by the Regional Director on the recommendation of Engineer In Charge i.e. EE's after examination by the JE/AE/AEE posted in the Regional Office.
- For **ESIC-run Hospitals/Dispensaries/Offices/Staff Quarters**: All the payments are to be made by Medical Superintendent on the recommendation of Engineer In Charge i.e. EE's after examination by the JE/AE/AEE posted at the hospital.

### 4 Supervision and Accountability:

- EEs are advised to supervise the works in their respective regions and provide necessary technical guidance to AE's /JE's posted in the regions/hospitals.
- The entire process should be transparent and accountable, with a strong emphasis on quality assurance as per the CPWD procedure.
- EEs are also advised to clear the proposal within timeline as and when received from respective offices, and ensure that execution of ARM/SR works are being carried out effectively.

It is essential that the procedures and instructions issued from time to time from Headquarters are strictly adhered to for the proper execution of ARM/SR works. This will ensure that ESIC establishments are well-maintained and that works are carried out in a timely, transparent, and accountable manner. Further files after vetting/Examination by the Executive Engineer in the above matters may directly be placed before the concerned sanctioning authority for approval sanction by the Executive Engineer.

Enclosure :- Hqrs Instruction vide no.W-11/12/1/workallocation/2020-PMD  
dt.04/09/23

**Yours faithfully,**

Signed by Shiv Shankar

Mandal

Date: 22-11-2024 10:32:00  
(S.S. Mandal)

**Lt. Col.**

**Chief Engineer**

Copy to: 1.PPS to Zonal Insurance Commissioner/Zonal Medical Commissioner  
(South/West/North/East/North East Zones)

2. Website content Manager to upload on the ESIC website

I/682581/2023



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



मुख्यालय, पंचदीप भवन,  
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File No.: W-11/12/1/work allocation/2020-PMD

Dated: 06.09.2023

**MEMORANDUM****Subject: - Allocation of ARM/SR works among Executive Engineers –regarding.**

Sir / Madam,

Hqrs. Office has received numerous representations from various regions / Hospitals / offices for posting of adequate level of Engineers in their Regions / Hospitals and for seeking directions in various Engineering matters. Due to vacancies in every Cadre of Engineers, it is not possible to post adequate level of Engineers at every Regions / Hospitals.

It is further observed that due to difference in DOPs of EEs and AEEs / AEs in according technical vetting / sanction of the estimates of ARM / SR works submitted by the PSUs, some of the regions and Hospitals are sending the proposal to Hqrs. Office for technical vetting / sanction as well as seeking directions.

The matter was examined at the Hqrs. Office and it is decided to distribute the Regions amongst Executive Engineers posted in various regions vide Hqrs. office order no. 111 & 112 dated 27.08.2022, for technical vetting / sanction of the proposals for ARM / SR works as well as monitoring and supervision and providing suitable advice related to the engineering matter as follows: -

Sl. No.	Name & Designation	Present place of posting	Further Additional Charge proposed for ARM / SR works
1.	Shri Sanjay Jain, EE	RO, Telangana	Andhra Pradesh, West Bengal, Uttar Pradesh and Uttarakhand
2.	Shri Ravi Thogaru, EE	RO, Telangana	Telangana and Bihar, Jharkhand
3.	Shri Upendar Resu, EE	RO, Tamil Nadu	Tamil Nadu, Kerala, Assam (North East), Chhattisgarh, Puducherry
4.	Shri Ashwani Yadav, EE	RO, Maharashtra	Maharashtra, Gujarat and Rajasthan
5.	Shri Rajeev Dixit, EE	RO, Punjab	Punjab, Himachal Pradesh, Jammu & Kashmir and Haryana
6.	Shri Vinod Kharkwal, EE	RO, Karnataka	Karnataka and Goa, Odisha, Madhya Pradesh,

EEs who have been assigned additional work of other States / Regions shall not be entitled for any extra remuneration for the same.

The Executive Engineers shall present their Tour Programme regarding visit to the regions, allotted to them, to the Head of the Office, where they are posted for approval.

To,

1. Shri Sanjay Jain, EE
2. Shri Ravi Thogaru, EE
3. Shri Upendar Resu, EE
4. Shri Ashwani Yadav, EE
5. Shri Rajeev Dixit, EE
6. Shri Vinod Kharkwal, EE