



करावो.नि  
E.S.I.C

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



चिकित्सा महाविद्यालय एवं अस्पताल, एन० एच०-३,  
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फ. सं.- 134/Z/17/12/01/2025-Misc.-Admin

दिनांक: 17.08.2025

**Office Order No. 771 of 2025**

**Sub: Work Allocation for Deputy Medical Superintendents- reg.**

In reference of the above subject, Dean has ordered the work allocation for Dr. Lalita Anand, DMS-I and Dr. Ratan Prakash Dhir, DMS-II as detailed below, with immediate effect:

S. No.	Name and Designation of the Medical Officer	Key responsibility
1	Dr. Lalita Anand, DMS-I	Shall work as Liaison Officer for inter departmental issues related to patients. All statutory compliances and licenses including Clinical Establishment Act, Pollution Control Board, Biomedical Waste, etc., All AMC and CAMC, Incident Reporting System, Officer In-charge of MRD and AYUSH, Dhanwantri Module, Material Management, NABH, NABL and ISO Accreditation, New initiatives by ESIC, Home Sample collection and Home Delivery of Medicines, E-Sanjeevani, Fire Safety, Civil and Electrical Maintenance, Functioning of Audio-visual equipment including CCTV System. Shall be a member of Technical or Financial Evaluation Committee (as decided by the competent authority) in the tenders related to procurement of Medical Equipment and Consumables. Shall verify the attendance of Adjunct Faculty and Super Specialists (Case to Case basis). Shall report of Medical Superintendent.
2	Dr. Ratan Prakash Dhir, DMS-II	Functioning of OPD and Ward Services, Pharmacy services, Diagnostic services, Dietary Services, Laundry Services, Local Purchase, Allied care services including management of Nursing and Paramedical personnel, monitoring of Housekeeping/Security. Cleanliness and Hygiene, Ambulance services including 5 G ambulance services and any other services directly related to patient care. Shall be a member of Technical or Financial Evaluation Committee (as decided by the competent authority) in the tenders related to procurement of Medical Equipment and Consumables. Shall report of Medical Superintendent.

It has further been ordered that the DMSs will be link officers for each other in their absence. In case of both of their absence, the following link arrangements are put in place:

Link Officer 1: Dr. Shanta Passi, CMO.

Link Officer 2: Dr. Harsh Nandini, CMO.

  
Yogesh

Deputy Director (Admin)

Link Officer

To

1. The Concerned officers.
2. Dean Cell/MS Office.
3. All Branches/HODs/HOBs.
4. Office of DMS.
5. Notice Board/Website/Guard File.