



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



निदेशालय (चिकित्सा) दिल्ली,
क. रा. बी. औषधालय सह निदान केंद्र परिसर,
प्रताप नगर, मयूर विहार, फेज-1, नई दिल्ली -91
DIRECTORATE (MEDICAL) DELHI,
ESI Dispensary Cum Diagnostic Centre Complex,
Pratap Nagar, Mayur Vihar Phase-I, New Delhi-110091
E-mail : dir-med.dl@esic.nic.in

File no. :- DMA21/18/15-E-II(M)

Date – 30-12-2025

परिपत्र/ CIRCULAR

निदेशालय(चिकित्सा)दिल्ली और केंद्रीय भंडार के सभी अधिकारियों/कर्मचारियों को सूचित किया जाता है कि वे उन कर्मचारियों की उपस्थिति की स्थिति भेजें जिनकी वेतन वृद्धि 1 जनवरी, 2026 को देय है, ताकि यह कार्यालय तदनुसार वेतन वृद्धि लागू कर सके।

यह सूचना 2 जनवरी, 2026 तक ईमेल के माध्यम से dd-admndmd@esic.gov.in पर इस कार्यालय को अवश्य भेज दी जानी चाहिए। इसके अलावा, यदि कर्मचारी ने उस तिथि को अवकाश लिया है, तो अवकाश का प्रकार (EL/HPL/CL) भी इस कार्यालय को सूचित किया जाना चाहिए।

यह मामला सक्षम प्राधिकारी की स्वीकृति के अधीन है।

All Officers/Officials of Directorate (Medical) Delhi and Central Store are hereby advised to ensure to send the status of presence of employees through their respective Branch Officers and through Dispensary I/C in case of deployed staff of DMD in the dispensary, whose increment is due on 1st January, 2026 so as to enable this office to consider the increment accordingly.

The presence/absence information shall be forwarded to this office via email on dd-admndmd@esic.gov.in by 2nd January, 2026 positively.

Further if the employee has availed leave on the said date, the kind of leave (EL/HPL/CL) and duration may also be apprised to this office.

This issues with the approval of competent authority.

Assistant Director (Admin)

Copy To:

1. All Branches of D(M)D and Central Store
2. All Dispensaries under D(M)D in respect of deployed staff.
3. Deputy Director, Admin-2, ESIC Regional Office, Delhi
4. Director, Establishment Branch-V, ESIC Hqrs
5. Medical Superintendent, ESIC Hospital Basaidarapur

6. Medical Superintendent, ESIC Hospital Sahibabad
7. Medical Superintendent, ESIC Hospital Noida
8. OSD (IT Cell) with the request to upload the circular on D(M)D website
9. Guard File