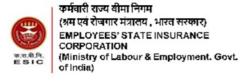
DMA21/18/15-E-II(M) I/3414493/2025





निदेशालय (चिकित्सा) दिल्ली,

क. रा . बी. औपधालय 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

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- 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