



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



निदेशालय (चिकित्सा) दिल्ली /
Directorate (Medical) Delhi
5th व 6th तल, प्रशासन खंड, क.रा.बी. निगम
अस्पताल परिसर, बसईदारापुर, नई दिल्ली-15
5th & 6th Floor, Administrative Block, ESIC
Hospital Complex, Basaidarapur, N.D.-15
Email: dir-dmd.dl@esic.nic.in

F.NO. 111-A-40/11/01/2025 E-I(M)

Dated: 25.04.2025

MEMORANDUM

Subject: - Finalization of cases of Employees of group 'C' & 'D' who are due to retire on superannuation from the Services of the ESI Scheme during the period from 01-04-2026 to 31-03- 2027.

All the I.M.O. Incharges of ESI Dispensaries, Delhi/New Delhi, Dy. Director (Admin), E-II(M), D(M)D, Manager, Central Store and the Director (Medical) Family Welfare are informed that the list of the officials of group 'C' who are due to retire on superannuation during from 01-04-2026 to 31-03-2027 is to be issued very shortly.

It is, therefore, requested that the following requisite information ***“as per their Service Book & leave account record”*** as called for may be furnished on priority basis, so as to reach this office latest by **05-05-2025** in the prescribed proforma in **Excel** as given below: -

Sr. No.	Name & Designation	Emp ID.	Date of Appointment	Date of Birth	Date of Retirement	Place of Posting

If, there is no employee going to retire during the period in question, a NIL report must be submitted to this office on or before the due date.

This may kindly be treated as urgent and time bound.

DY. DIRECTOR(ADMIN)

Distribution:-

1. The IMO Incharge, ESI Dispensary _____ Delhi/New Delhi/.
2. The Manager, Central Store, D(M)D, New Delhi.
3. The Dy. Director (Admin), E-II(M), D(M)D
4. The Service Book Clerk, E-II(M), D(M)D Office/ The Director, Family Welfare.
5. The O.S.D, I.T. Cell with the request to upload the memorandum on D(M)D website.
6. The Guard files.