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தொழிலாளர் அரசு காப்பீட்டுக் கழகம்
(தொழிலாளர் மற்றும் வேலை வாய்ப்பு
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EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, **Govt. of India**)



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सं No. Z-13013/7/2022-GEN

दिनांक Date : .07.25

CIRCULAR

Sub: Upkeep and beautification of ESIC premises

With reference to Hqrs letter No.D-36012/2/2021-GEN-Part(1) dt 03.06.25 on upkeep of premises and other maintenance works in ESIC premises, the following action needs to be taken for beautification of the premises as given below:

S.No	Activities	Branch concerned
1	Weeding out of old files - target atleast two files per day by each Dealing Assistant	All branches in RO / Branch Offices
2	Removal of unserviceable furniture/fixtures/goods lying the premises	All branches in RO / Branch Offices
3	Removal of e-waste by following the proper procedure	ICT branch
4	Condemnation of equipment/old vehicle if any	All branches in RO / Branch Managers and disposal of the items by General Branch
5	Landscaping at the entrance with potted plants	General branch/Branch Offices
6	Timely engagements of conservancy and security staff	General branch/Branch Managers
7	Maintenance of good ambience in the canteen with cleanliness in the kitchen	General Branch
8	Arrangement of Ladies Room	Caretaker, General Branch
9	Arrangement of room for maintenance staff, drivers etc. so that the visitor's space is unoccupied	Caretaker, General Branch
10	Compliance of guidelines issued under Swachh Bharat Abhiyan	All branches in RO / Branch Offices

The monthly progress report is to be submitted by the 15th of every month to Hqrs office. with the following details:

1	No. of files weeded out with disposal amount
2	Disposal Amount for the removal of unserviceable furniture/fixtures/goods etc
3	No. of disposals for e-waste items
4	Disposal amount of condemned equipment/vehicle

Hence the required data (along with before and after photographs) and the activities as mentioned may be done by the concerned branches and the report must be sent to General Branch before 12th of each month for timely submission to Hqrs.

This issues with the approval of the Competent Authority.

उप निदेशक (सामान्य शाखा)
Deputy Director (General Branch)

To

- All Branches and Branch Officers at Regional Office, Chennai
- All Branch Managers at Regional Office, Chennai