



**HEADQUARTERS  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAVAN: C.I.G. ROAD, NEW DELHI-110002.**

**No. W-17/13/1/ATR/2018 - PMD**

**Dated: 12/07/2018**

**All Regional Directors  
All Directors / Directors ( I/c ), SRO  
Director ( Medical ) Delhi / Noida  
All Medical Superintendents, ESIC Hospitals  
All Medical Superintendents, ESIS Hospitals**

**Subject :Execution of Annual Running & Maintenance ( ARM ) works for buildings  
and services ( Hospitals / Dispensaries / Offices / Staff Quarters ) owned by  
ESI Corporation**

Sir / Madam,

In 174<sup>th</sup> meeting of ESI Corporation held on 29/05/2018, the mechanism for execution for ARM works has been approved as under :

Activities	ESIS run Hospitals / Dispensaries	ESIC run Hospitals / Dispensaries / Offices and Staff Quarters
Budget	Fund to be allocated as per CPWD yardstick which is based on plinth area of the buildings.	Fund to be allocated as per CPWD yardstick which is based on plinth area of the buildings.
Estimate	To be framed by hospital / R.O. engineers in consultation with MS / HDC under the overall aegis of concerned R.O. ( RD / Engineers )	To be framed by hospital / R.O. engineers in consultation with MS / HDC under the overall aegis of concerned R.O. ( RD / Engineers )
Execution Methodology	Through e – tendering and as per GFR / CVC / CPWD guidelines / norms by RO / Hospital Administration.	Through e – tendering and as per GFR / CVC / CPWD guidelines / norms by RO / Hospital Administration.
Payment	To be made by RD through concerned Branch Manager based on bills recorded by Hospital / R.O. engineers.	To be made by MS <sup>#</sup>
Supervision of works for ensuring quality and timeline	By Hospital Engineers / R.O. Engineers.	By Hospital Engineers / R.O. Engineers.
Completion	To be recorded by Hospital / R.O. engineers and counter signed by the concerned MS.	To be recorded by Hospital / R.O. engineers and counter signed by the concerned MS.
Settlement of final claims	By R.O. engineers based on scrutinized claims of contractor by hospital engineers / administration.	By R.O. engineers based on scrutinized claims of contractor by hospital engineers / administration.

<sup>#</sup> For works related to day to day maintenance of buildings and day to day O & M of Services / MEPs.

For other works related to ARM, payment to be made by RDs.

Day to day maintenance of buildings and day to day operation and maintenance of services / MEPs would be done under the aegis of hospital administration failing which by RO. However, the periodic ARM work of buildings shall be done by RO. Annual maintenance of equipments and plants related to services shall be done by RO in consultation with hospital administration.

This is for information and doing the needful by all concerned.

Yours faithfully,

( Sudip Dutta )  
Chief Engineer

**Copy to :**

1. PPS to DG
2. PS to Principal Secretaries, Department of Labour / Health, all State Govts.
3. PS to MC ( MA )
4. PS to IC ( PMD )
5. All SEs
6. Web Content Manager for uploading on the ESIC Website.

**Chief Engineer**