

**DIRECTORATE OF INSURANCE MEDICAL SERVICES,
THYCAUD, THIRUVANANTHAPURAM-14**

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IMS/4324/2022-ITD/DIMS

Date :18-03-2024

CIRCULAR

Sub:- Insurance Services Department –IT - eOffice Implementation- Plan Fund - 2023-24 - supply of Laptops and Flatbed Scanners in ESI Institutions – reg:-

Ref:- 1. Circular No: IMS/3004/2022-ITD /DIMS dated: 05/11/2022

2.Circular No: IMS/1064/2021-ITD/DIMS
Dated:30/09/2021, 04/12/2021, 04/05/2022, 15/11/2022,
06/01/2023,12/01/2023 and 28/11/2023.

Please refer to Circular (1) regarding the implementation of e-Office in all institutions under the Insurance Medical Services Department. The work order for additional laptops and flatbed scanners for the newly established dispensaries has been placed. In this connection, it is directed that the Nodal Officers assigned as per the aforementioned Circular are entrusted with the acknowledgment, delivery, and issuance of these equipment to the users concerned in the e-Office hierarchy. Stock maintenance and custody of equipment should be undertaken as per the directions issued in Circular (2), available on the notice board of IMS website.(www.ims.kerala.gov.in) .

Damage, malfunction, and delivery related problems if any should be promptly reported to the CPRCS authority through web portal/registered phone number and email (Helpdesk: 18004259696, 0471-2766777, email :kegipupport@keltron.org) immediately under intimation to the Nodal Officer e- office in the Directorate also. Documents in connection with delivery should be documented and registered promptly.

If the Delivery Chalan / invoices of equipments are not received within reasonable time, the same should be collected from KELTRON(CPRCS).

Details of Institutions provided with Laptops and Flatbed Scanners are attached as Annexure 1& 2 to this Circular.

Dr Joan Karen Meyn

Director of Insurance Medical Services (In Charge)

Copy to:- 1. The Superintendents concerned.

The Insurance Medical Officers Concerned

2. THE INSURANCE MEDICAL OFFICERS CONCERNED.

Annexure 1

Details of Institutions provided with laptop

Item : Laptop

Work order No: 54937 dated: 02.11.2023

Invoice No: 53391 dated : 14/02/2024

SI No	Name of Institution	Quantity
1	ESI Dispensary Puthur, Puthoor PO, Kollam-691507	1
2	ESI Dispensary Wadakkanchery , Kunnamkulam road, Ottupara,Kumaranellur PO, Thrissur PIN: 680590	1
3	ESI Dispensary Binanipuram, North Edayar, Binanipuram P O, Ernakulam District, Pin code. 683502	1
4	ESI Dispensary Pappinisseri , Near Railway Gate, P.O .Pappinissery ,Kannur – 670 561	1
5	ESI Dispensary Mangattuparamba ,Thazhe Bakkalam, Kanul – 670562	1
6	ESI Dispensary Chungam,Near Sales Tax Check Post , Feroke, Kozhikode	1
7	ESI Dispensary Kottiyam, Kottiyam, Kollam-691571	1
8	ESI Dispensary Soornad ,Sooranadu North PO-690561	1
9	ESI Dispensary Poruvazhy, Poruvazhy PO, Sasthamcotta, Kollam- 690520	1
10	ESI Dispensary Vadavathoor,(ESI Hospital Vadavathoor Compound), Kottayam-686010	3
11	ESI Dispensary Chonadam , Anand , Eranholi (PO), Thalassery ,PIN-670 107	1
12	ESI Dispensary Enath, Pallimukk Junction No. 17, EP4/377, Enathu PO – 691526	2
13	ESI Dispensary Kadampanad, Kochuplamoodu, Manampuzha PO-691553	3
14	ESI Dispensary Thiruvalla , Kuttappuzha PO ,Kizhakkan Muthoor ,Thiruvalla- 689103	1
15	ESI Dispensary Pathanamthitta , Near Govt.Guest House ,Azhoor ,Pathanamthitta PO -689645	1
16	ESI Dispensary Ettumanoor , MM Plaza Building ,Peroor Road ,Ettumanoor- 686631	1
17	ESI Dispensary Kanjirappally, Near MYCA School, Kanjirappally PO, Kottayam-686507	1
18	ESI Dispensary Kottayam, Erayil kadavu road, Muttambalam PO, Kottayam-686001	3

19	ESI Dispensary Sachivothamapuram , Neelamperoor PO ,Kurichi , Kottayam-686534	1
20	ESI Dispensary Vaikkom, West Gate, Near Thaluk Office, Vaikkom	1
21	ESI Dispensary Changanacherry , Maliyil building , Near SB High School , Vazhoor road , Changanassery-686101	1
22	ESI Dispensary Kalluvathukkal, Near Elamkulam Kunjanpillai Memorial, Kalluvathukkal PO, Kollam-691578	1
23	ESI Dispensary Navaikulam, Navaikulam Service Shakarana Bank Building, Navaikulam-695603	1
24	ESI Hospital Alappuzha , Beach Ward ,THIRUVAMPADY P.O, ALAPPUZHA PIN:688002	2
25	ESI Hospital Eranakulam ,Ernakulam North Railway Station , Kochi PIN - 682 018	1
26	ESI Hospital Thottada , Keezhunna, Kannur, PIN - 670 007	1
27	ESI Hospital Vadavathoor , Vadavathoor , Kottayam -686010	1
28	ESI Hospital Feroke , Kozhikode PIN - 673 631	1
29	ESI Hospital Palakkad , Jainamedu, Palakkad PIN - 678 012	1
30	ESI Hospital Peroorkkda, Peroorkada Thiruvananthapuum, PIN - 695 005	1
31	ESI Hospital Olarikkara , NSR Olarikkara, Thrissur. PIN - 680 012	1
32	ESI Hospital Mulankunnathkavu , Peringandoor PO, PIN - 680 581	1
33	ESI Dispensary Attingal Mamom, Kizhuvilam PO , Attingal - 695104	1
34	ESI Dispensary Balaramapuram , Balaramapuram- 695501	1
35	ESI Dispensary Kadakkal , Kadakkal PO , Kollam, 691536	1
36	ESI Dispensary Mylom , Pallikkal Po, Mylom- 691566	1
37	ESI Dispensary Pattazhi , Pattazhy- 691522	1
38	ESI Dispensary Thodiyur , Kallelibhagom PO ,Karunagappally, Kollam-690546	1
39	ESI Dispensary Vilakkudy , Kunnikkode, 691508	1
40	ESI Dispensary Kulasekharapuram, Kulasekharapuram PO , Karunagappally-690544	1
41	ESI Dispensary Valapattanam ,IOB Building, Valapattanam PO	1
42	ESI Dispensary Anchal, Anchal, Kollam-690306	1
43	ESI Dispensary Palakkad,Jainimedu Vadakkanthra PO , Palakkad – 678 012	1

Annexure 2Details of Institutions provided with Flatbed Scanner

Item : Flatbed Scanner

Exceptional Req No: 6599 dated: 02.03.2024

Ref: TVM/ITBG/PI/RM /0620/23-24

Sl No	Name of Institution	Quantity
1	ESI Dispensry Alathoor , Malamalamukku ,Near Dr.Rahul Multi Speciality Dental Clinic, Alathoor	1
2	ESI Dispensary Kannan Devan Hills, Munnar , Munnar Colony P O 685612	1