



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



पंचदीप भवन, सी० आई० जी० मार्ग, नई दिल्ली  
Panchdeep Bhawan, CIG Marg, New Delhi-02  
Website : [www.esic.nic.in](http://www.esic.nic.in)

File No.: A-11011/17/2026-MED-VI

Date: as e-signed

To,

The Dean,  
ESIC Medical College & Hospital,  
Asansol, West Bengal.

**Sub: Sanction of Manpower for ESICH & MC Asansol as per ESIC HR Norm 2023 and NMC requirements -reg.**

Madam/Sir,

I am directed to convey the approval of the Director General, ESIC for the sanction of manpower for 200 commissioned beds for in-patient care under various Broad Specialty and Super Specialty Services and for 20 ICU Beds, as per the details below: -

**Table 1: For Broad Specialty Departments**

**Teaching Faculties {Professor (Prof.), Associate Professor (Asst. Prof.) & Assistant Professor (Asst. Prof.)}; Medical Officer (MO); Senior Resident (SR); Junior Resident (JR); and Tutor/ Demonstrator (T/D)**

| S. No. | Department               | Prof. | Asst. Prof. | Asst. Prof. | MO | SR | JR | T/D |
|--------|--------------------------|-------|-------------|-------------|----|----|----|-----|
| 1      | Anaesthesiology          | 1     | 1           | 2           | 3  | 9  | 0  | 0   |
| 2      | Biochemistry             | 1     | 1           | 1           | 0  | 1  | 0  | 2   |
| 3      | Pathology                | 1     | 1           | 1           | 0  | 1  | 0  | 2   |
| 4      | Microbiology             | 1     | 1           | 1           | 0  | 1  | 0  | 2   |
| 5      | Chest                    | 0     | 0           | 1           | 0  | 1  | 0  | 0   |
| 6      | Dermatology              | 0     | 1           | 1           | 0  | 1  | 1  | 0   |
| 7      | ENT                      | 0     | 1           | 1           | 0  | 2  | 1  | 0   |
| 8      | Eye                      | 0     | 1           | 1           | 0  | 2  | 1  | 0   |
| 9      | Medicine                 | 1     | 1           | 2           | 6  | 6  | 4  | 0   |
| 10     | Obstetrics & Gynaecology | 1     | 1           | 2           | 6  | 6  | 2  | 0   |
| 11     | Orthopaedics             | 1     | 1           | 1           | 4  | 5  | 2  | 0   |
| 12     | Paediatrics              | 1     | 1           | 1           | 5  | 6  | 2  | 0   |
| 13     | Radiology                | 0     | 1           | 2           | 0  | 2  | 0  | 0   |
| 14     | Surgery                  | 1     | 1           | 2           | 4  | 6  | 4  | 0   |
| 15     | Psychiatry               | 0     | 1           | 1           | 0  | 1  | 1  | 0   |
| 16     | Dental                   | 0     | 1           | 1           | 1  | 1  | 2  | 0   |

|    |                      |   |   |      |   |   |    |   |
|----|----------------------|---|---|------|---|---|----|---|
| 17 | Community Medicine   | 1 | 1 | 2+2* | 0 | 1 | 0  | 1 |
| 18 | Anatomy              | 1 | 1 | 2    | 0 | 1 | 0  | 3 |
| 19 | Physiology           | 1 | 1 | 1    | 0 | 1 | 0  | 2 |
| 20 | Pharmacology         | 1 | 1 | 1    | 0 | 1 | 0  | 2 |
| 21 | Forensic Medicine    | 1 | 1 | 1    | 0 | 1 | 0  | 1 |
| 22 | Accident & Emergency | 0 | 0 | 2    | 6 | 0 | 0  | 0 |
| 23 | ICU                  | 0 | 0 | 2    | 0 | 5 | 10 | 0 |

\* one each for RHTC and UHTC

Note: The unit shall not engage SR if Bond SR is available in the same Broad Speciality Department and shall not engage JR or Tutor/ Demonstrator if GDMO or Bond JR is available in the same department.

| S. No. | Designation                         | Sanction Strength |
|--------|-------------------------------------|-------------------|
| 1      | Assistant Professor (Statistician)* | 1                 |

\*NPA to be given as per admissible rules

**Table 2: Other staff for ICU**

| S. No. | Nomenclature of the post    | Sanction Strength |
|--------|-----------------------------|-------------------|
| 1      | OT Assistant (OTA)          | 9                 |
| 2      | OT Technician (OTT)         | 3                 |
| 3      | Sr. OT Technician (Sr. OTT) | 1                 |

**Table 3: Allied Healthcare Professionals**

| Sl. No. | Nomenclature of the Post               | Sanction Strength |
|---------|----------------------------------------|-------------------|
| 1.      | OT Assistant                           | 6                 |
| 2.      | OT Technician                          | 3                 |
| 3.      | Senior OT Technician                   | 1                 |
| 4.      | Plaster Assistant                      | 6                 |
| 5.      | Plaster Technician                     | 3                 |
| 6.      | Dresser                                | 3                 |
| 7.      | CSSD Assistant                         | 6                 |
| 8.      | CSSD Technician                        | 2                 |
| 9.      | Senior CSR Technician                  | 1                 |
| 10.     | ECG Technician                         | 6 <sup>1</sup>    |
| 11.     | Senior ECG Technician                  | 2                 |
| 12.     | Sr. ECG Tech. Assistant                | 1                 |
| 13.     | Dialysis Technician                    | 16                |
| 14.     | Junior Medical Laboratory Technologist | 23 <sup>2</sup>   |

|     |                                                          |                 |
|-----|----------------------------------------------------------|-----------------|
| 15. | Medical Laboratory Technologist (Lab Technician)         | 10 <sup>3</sup> |
| 16. | Technical Officer – MLT (Senior Technical Lab Assistant) | 1               |
| 17. | Junior Radiographer                                      | 8               |
| 18. | Radiographer                                             | 3               |
| 19. | Senior Technical Assistant (Radiology)                   | 1               |
| 20. | Physiotherapist                                          | 1               |
| 21. | Occupational Therapist                                   | 1               |
| 22. | Optometrist                                              | 1 <sup>4</sup>  |
| 23. | Senior Optometrist                                       | 1               |
| 24. | Dental Mechanic                                          | 1               |
| 25. | Dental Hygienist                                         | 1               |
| 26. | Respiratory Lab Assistant                                | 1               |
| 27. | Dietician                                                | 1               |
| 28. | Clinical psychologist                                    | 1 <sup>5</sup>  |
| 29. | Child Psychologist                                       | 1 <sup>6</sup>  |
| 30. | Pharmacist                                               | 8 <sup>7</sup>  |
| 31. | Senior Pharmacist (NFG)                                  | 5               |
| 32. | Pharmacy Officer (NFG)                                   | 1               |
| 33. | Senior Pharmacy Officer (NFG)                            | 1               |
| 34. | Speech Therapist                                         | 1 <sup>8</sup>  |
| 35. | Audiometer Technician                                    | 1 <sup>8</sup>  |
| 36. | Medical Social Worker                                    | 11 <sup>9</sup> |
| 37. | Medical Record Assistant (Jr. MRT)                       | 4               |
| 38. | Medical Record Technician                                | 2               |
| 39. | Medical Record Officer                                   | 1               |
| 40. | Library Assistant                                        | 5 <sup>10</sup> |
| 41. | Librarian (Gr.I)                                         | 1 <sup>10</sup> |
| 42. | Librarian (Gr.II)                                        | 2 <sup>10</sup> |

<sup>1</sup> Inclusive of College Staff for the following:

- Non-teaching staff for Medical clinical department (General Medicine)

<sup>2</sup> Inclusive of College Staff for the following:

- Non-teaching staff for Preclinical & Paraclinical Departments (Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Forensic Medicine and Community Medicine)
- Non-Teaching staff for Medical clinical departments (General Medicine, Pediatrics and Dermatology)
- RHTC and UHTC

<sup>3</sup> Inclusive of College Staff for the following:

- Research Lab/Facilities
- Non-Teaching staff for Surgical clinical departments (General Surgery, Orthopedics, ENT, Eye and OBG)
- Anti-Retroviral Therapy (ART) Centre

<sup>4</sup> Inclusive of College Staff for the following:

- Non-teaching staff for Surgical clinical departments (Eye)

<sup>5</sup> Non-teaching college staff for Medical Clinical Department (Psychiatry)

<sup>6</sup> Additionally work as Non-teaching college staff for Medical clinical department (Pediatrics)

<sup>7</sup> Inclusive of College Staff for the following:

- RHTC & UHTC
- ART

<sup>8</sup> Inclusive of College Staff for the following:

- Non-teaching staff for Surgical clinical department (ENT)

<sup>9</sup> Inclusive of College Staff for the following:

- Research Lab/Facilities
- Non-Teaching staff for Preclinical & Paraclinical Departments (Community Medicine)
- Non-Teaching staff for Medical clinical departments (Pediatrics and Psychiatry)
- Non-Teaching staff for Surgical clinical department (OBG)
- RHTC & UHTC
- ART

<sup>10</sup> Inclusive of college staff for Library & Central Photography Unit

**Table 4: Administration (Medical & Non-Medical officers)**

| S. No. | Nomenclature of the post                       | Sanction Strength |
|--------|------------------------------------------------|-------------------|
| 1      | Dean                                           | 1                 |
| 2      | Medical Superintendent                         | 1                 |
| 3      | Deputy Medical Superintendent                  | 2                 |
| 4      | Medical Officer (I/c Medical Stores)           | 1                 |
| 5      | Joint Director (Admin/Academic/Finance)        | 2                 |
| 6      | Deputy Director (Admin/Academic/Establishment) | 2                 |
| 7      | Deputy Director (Finance/Accounts)             | 1                 |
| 8      | Assistant Director (DDO/Cash)                  | 1                 |

**Table 5: Administration (Non-Medical) - OS/SSO onwards including staff for Dean**

| S. No. | Nomenclature of the post              | Sanction Strength   |
|--------|---------------------------------------|---------------------|
| 1      | Office Superintendent                 | 4 <sup>1</sup> +1*  |
| 2      | Assistant                             | 6 <sup>1</sup>      |
| 3      | Upper Division Clerk                  | 58 <sup>2</sup> +1* |
| 4      | Lower Division Clerk                  | 4+1*                |
| 5      | Senior Translation Officer            | 1                   |
| 6      | Junior Translation Officer            | 1                   |
| 7      | PPS for Medical Superintendent & Dean | 1+1*                |
| 8      | PS for Deputy Medical Superintendent  | 2                   |
| 9      | PA                                    | 2                   |
| 10     | Stenographer                          | 13 <sup>3</sup> +1* |
| 11     | Multi-Tasking Staff (MTS)             | 23 <sup>4</sup> +1* |

\*Staff for Dean Office.

<sup>1</sup> Inclusive of staff for Medical College Building Complex catering to Students.

<sup>2</sup> Inclusive of college Staff for the following:

- Library & Central Photography Unit
- Research Lab/Facilities
- RHTC & UHTC
- Non-Teaching staff for Preclinical & Paraclinical Departments (Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Pharmacology, Forensic Medicine and Community Medicine)
- Non-teaching staff for Medical clinical departments (General Medicine, Pediatrics, Dermatology and Psychiatry)
- Non-teaching staff for Surgical clinical departments (General Surgery, Orthopedics, ENT, Eye and OBG)
- Office staff for other Teaching Departments (Radiodiagnosis, Anesthesia, Dentistry and Blood Bank)
- ART
- For Medical College Building Complex Catering to Students.

<sup>3</sup> Inclusive of College Staff for the following:

- Non-teaching staff for Preclinical & Paraclinical Departments (Pathology, Microbiology, Forensic Medicine and Community Medicine)
- Non-Teaching staff for Medical clinical department (General Medicine)
- Non-teaching staff for Surgical clinical departments (General Surgery, Orthopedics, ENT, Eye and OBG)
- Office staff for other Teaching Departments (Radiodiagnosis and Anesthesia)

- Medical Education Unit (MEU)

<sup>4</sup> Inclusive of College Staff for the following:

- Library & Central Photography Unit;
- Research Lab/Facilities;
- Non-Teaching staff for Preclinical & Paraclinical Departments (Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Pharmacology, Forensic Medicine);
- ART

**Table 6: Engineering Division**

| S. No. | Nomenclature of the post     | Sanction Strength |
|--------|------------------------------|-------------------|
| 1      | Junior Engineer (Civil)      | 1                 |
| 2      | Junior Engineer (Electrical) | 1                 |

**Table 7: Nursing staff**

| S. No. | Nomenclature of the post         | Sanction Strength                |
|--------|----------------------------------|----------------------------------|
| 1      | Nursing Officer                  | 120 <sup>1</sup> +7 <sup>2</sup> |
| 2      | Senior Nursing Officer           | 51                               |
| 3      | Assistant Nursing Superintendent | 14                               |

<sup>1</sup> Inclusive of Staff for Blood Bank

<sup>2</sup> Inclusive of College Staff for the following:

- RHTC and UHTC
- ART centre

**Table 8: Staff for Outsourced services**

| S. No. | Nomenclature of the post       | Sanction Strength |
|--------|--------------------------------|-------------------|
| 1      | Chief Hospital Manager*        | 1                 |
| 2      | Hospital Manager               | 1                 |
| 3      | IT Manager                     | 1                 |
| 4      | IT Assistant                   | 1                 |
| 5      | Data Entry Operator            | 10                |
| 6      | Staff for Facilitation Counter | 1                 |
| 7      | Staff for Registration Counter | 15                |

|    |                           |                  |
|----|---------------------------|------------------|
| 8  | Quality Control Manager** | 1                |
| 9  | Sanitary Attendant        | 110              |
| 10 | Sanitary Supervisor       | 7                |
| 11 | Sanitary Inspector        | 2 <sup>1</sup>   |
| 12 | Sanitary Officer          | 1                |
| 13 | Security Guard            | 77               |
| 14 | Security Supervisor       | 5                |
| 15 | Support Staff***          | 110 <sup>2</sup> |

**\*As far as possible Officers of the rank of Major or equivalent may be engaged on contractual basis.**

**\*\*The quality control manager should be hired by the hospital at the time of initiating the process of NABH/ NABL/ NAAC Accreditation. They will be required for continuous assessment, rating and surveillance by board/ authorities. They may also be utilized by the hospital administration as per other functional requirements.**

**\*\*\* For the services that were earlier being rendered by the erstwhile cadre of Nursing Orderly and allied cadres.**

<sup>1</sup> Inclusive of staff for RHTC and UHTC

<sup>2</sup> Inclusive of staff for Blood Bank and College Staff for the following:

- Library & Central Photography Unit
- Research Lab/Facilities
- RHTC and UHTC
- Non- Teaching Staff for Preclinical & Paraclinical Departments (Anatomy, Biochemistry, Pathology, Microbiology, Pharmacology and Forensic Medicine)
- Non-Teaching Staff for Medical Clinical Departments (General Medicine and Pediatrics)
- Non-Teaching Staff for Surgical clinical departments (General Surgery, Orthopedics, ENT, Eye and OBG)
- Medical Education Unit (MEU)

**Table 9: Blood Bank Centre staff**

| S. No. | Nomenclature of the post                                            | Sanction Strength |
|--------|---------------------------------------------------------------------|-------------------|
| 1      | Professor                                                           | 1                 |
| 2      | Associate Professor                                                 | 1                 |
| 3      | Medical Social Worker                                               | 1                 |
| 4      | Medical Laboratory Technologist (erstwhile Blood Centre Technician) | 5                 |

**Table 10: Staff for Research Lab/Facilities**

1. Molecular Lab
2. Stem Cell Research Lab
3. Cytogenetics
4. HLA and Tissues Typing Research lab

| Sl. No. | Nomenclature of the Post           | Sanction Strength  |
|---------|------------------------------------|--------------------|
| 1.      | Lab Director                       | 1                  |
| 2.      | Lab Supervisor                     | 4                  |
| 3.      | Senior Scientific Research Officer | 4                  |
| 4.      | Junior Research Officer            | 4                  |
| 5.      | Biostatistician                    | 1                  |
| 6.      | Clinical Monitors (MBBS and above) | 4 (1 per facility) |

**Table 11: Non-Teaching Staff for the Department of Pharmacology:**

| Sl. No. | Nomenclature of the Post | Sanction Strength |
|---------|--------------------------|-------------------|
| 1.      | Veterinary Officer       | 1                 |

All outsourced services are to be procured through GeM only keeping in mind the existing guidelines and circulars issued from time to time by the Hqrs office. The concerned Dean/ Medical Superintendent are directed to hire the contractual and outsource staff on actual requirement basis only and not merely based on the sanction/ release letter. The sanction given for contractual and outsource staff is upper ceiling and the engagement shall never overshoot the specified number. All contractual and outsourced staff engagement shall be duly concurred by local finance considering bed occupancy, actual workload, local incidences and other issues.

The concerned Dean/MS may utilize OS, Assistant, UDC, MTS, Support & Sanitation Staff, MLT, MSW, JMLT, Pharmacist, Stenographer, Nursing cadre employees, ECG technician, Clinical/Child psychologist, Audiometry Technician, Speech Therapist and Optometrist (Refractionist) in various Academic and Clinical departments as per the local requirement.

The Finance Division has accorded their concurrence vide their note #29 of the e-file of even number.

It is further informed that in case of any variations from the above, the unit may send the proposal after due certification by the local finance.

The above sanction is inclusive of manpower required for functioning of 20 HDU beds i.e. 10% of Commissioned Beds.

This issues with the approval of the Competent Authority.

Yours faithfully,

**ASSISTANT DIRECTOR (MA)**

Copy to: -

1. The Regional Director, ESIC Regional Office, West Bengal.
2. The Zonal Insurance Commissioner (East Zone).
3. The Zonal Medical Commissioner (East Zone).
4. Medical Education Cell, Headquarters, New Delhi.
5. Medical I/II/III/IV/V, ESIC Hqrs.
6. Estt. I/II/III/DPC Cell, ESIC Hqrs.
7. Website Content Manager with the request to upload on the ESIC website.
8. Guard file.