

ANNEXURE-I**Strategic Rationale:
Restructuring Delegation of Powers (2026)****1. Historical Context**

- Initially, administrative and financial powers were centralized in the Medical Superintendent (MS).
- Establishment of Medical Colleges led to the transfer of MS powers to the Dean.
- Centralization created administrative bottlenecks for routine hospital functions. Academic leadership focus was diverted to daily operational tasks.

2. Core Reform Principle: Purpose-Based Delegation

- **Functional Separation:** Powers are delegated based on the specific institutional purpose of each office.
- **Dean (Medical Education Institution):** Vested with control over academic purposes, medical college activities, and campus administration.
- **Medical Superintendent (Associated Hospital):** Vested with control over hospital purposes, patient care delivery, and day-to-day operations.

3. Reporting & Disciplinary Framework

- **Vertical Alignment:** Authority follows the controlling line of the specific personnel.
- **Dean:** Controlling authority for all Group A officers except Group A nursing officer including DMO/Specialist/Faculty, Contractual Doctors and Resident doctors, Tutors, and students.
- **Medical Superintendent:** Controlling authority for Group A Nursing, All Nursing, Paramedical, and Support staff.
- Disciplinary control is aligned with the respective controlling authority.

Methodology: Gap Analysis & Restructuring**1. Line-by-Line Evaluation**

- **Zero-Based Review:** Every power in the 2007 DoP was mapped against 2026 operational requirements.
- **Removal of Obsolete Entries:** Items like Gestener operators or obsolete postal limits were deleted.
- New powers for ICT hardware, software, and statutory regulatory fees were added.

2. Financial Rationalization

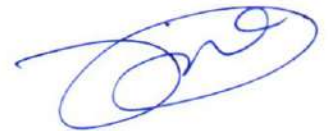
- Monetary ceilings for repairs and contingencies were adjusted to reflect current market rates.
- **Equipment Lifecycle:** Repair limits are now capped at 2/3rd of the current depreciated value to prioritize cost-effective replacement over inefficient maintenance.
- All financial delegations are linked to General Financial Rules (GFR).

3. Infrastructure & Estate Devolution

- **Unified Estate Management:** The Dean is designated as Estate Officer for the entire campus.

4. Objectives

- **Operational Autonomy:** Hospital logistics (diet, drugs, linen) are managed independently by the MS.
- **Academic Focus:** Deans are relieved of routine hospital administration.



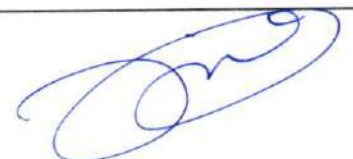
**Delegation of Powers for Deans & Medical Superintendents
of ESIC Medical College & Hospital**

SECTION A: CREATION OF POSTS, APPOINTMENTS & ADMINISTRATION

Item	Description	Dean (Med College) 2026	MS (Med College) 2026
A/1	To arrange appointment of contractual Doctors & staff against Sanctioned strength	Contractual medical officers / faculty to be recruited as per guidelines.	Contractual nursing staff, para-medical staff, housekeeping and supporting staff to be recruited as per the guidelines.
A/2	To define the limits of an employee's sphere of duty for all categories	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
A/3	To initiate disciplinary proceedings in respect of staff for which MS/Dean is the controlling authority.	Full Powers as per extant instructions issued by ESIC Headquarters.	Full Powers as per extant instructions issued by ESIC Headquarters.
A/4	Preliminary action like issue of explanatory memorandum, conduct of preliminary enquiry to enquire facts of the case and issue of SCN	Full Powers for all Group A officers except Group A nursing officer as per extant instructions issued by ESIC Headquarters.	Full Powers for Group A nursing officer and all Group B and C officials as per extant instructions issued by ESIC Headquarters.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
A/5	To grant all kinds of leave to Group C employees except study leave and leave after transfer of the staff.	N.A.	Full powers upto 90 days for all leaves; and full powers for Maternity leave.
A/6	To grant leave to Insurance Medical Officers/Specialists/Other Group A and B Officers except study leave and leave after transfer of the staff.	Full Powers for all Group A officers except Group A nursing officer.: up to 90 days for all leaves; and full powers for Maternity leave.	Full Powers for Group A nursing officer and all Group B and C officials up to 90 days for all leaves; and full powers for Maternity leave.
A/7	To grant casual leave of upto 8 days in a spell	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
A/8	To decide whether a particular absence is absence on duty in respect of Group C employees.	N.A.	Full Powers
A/9	To grant leave on recommendations of the Medical Board in respect of officers and staff.	Full Powers up to 90 days for all Group A officers except Group A nursing officer.	Full Powers up to 90 days for Group A nursing officer and all Group B and C officials



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
A/10	Medical Certificates 1. To require medical certificate of fitness before return from leave on medical ground in respect of Officers and staff. 2. To accept medical certificate / certification of fitness signed by a registered medical practitioner / authorized medical officer in the case of Group C Staff. 3. To accept medical certificate / certification of fitness signed by an authorized medical officer for Group A & B officers. 1,2,3: within prescribed days	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials.
A/11	To fix working hours of ESIC Medical College/ Hospitals	Full powers as per norms and local/situational requirement as may arise	Full powers as per norms and local/situational requirement as may arise



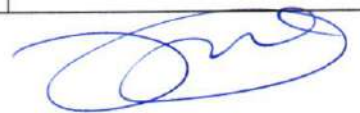
SECTION B: PAY AND ALLOWANCES

Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/1	To sanction annual increment in respect of staff other than officers	N.A.	Full Powers
B/2	To decide shortest or cheapest of the two or more routes in respect of all employees including officers.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/3	To permit mileage allowance by a route other than the shortest or cheapest	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/4	To restrict the frequency and duration of journeys.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/5	To counter-sign TA bills of employees and officers including his own	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/6	To act as Controlling Officer for purpose of TA, CA, HRA etc.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials

Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/7	To declare as to who shall be controlling officers and to make rules for their guidance.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials.
B/8	To sanction reimbursement of charges to touring officers for stay in accommodation. maintained by Govt. agency, as prescribed by the ESIC Hqrs from time to time.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/9	To sanction reimbursement of actual conveyance charges to the employees.	Full Powers for all Group A officers except Group A nursing officer up to the limits prescribed from time to time.	Full Powers for Group A nursing officer and all Group B and C officials up to the limits prescribed from time to time.
B/10	To grant conveyance allowance to handicapped staff.	Full Powers for all Group A officers except Group A nursing officer in consultation with F&A Branch.	Full Powers for Group A nursing officer and all Group B and C officials in consultation with F&A Branch.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/11	To sanction TA for a journey to attend departmental examination as per guidelines	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/12	To extend the prescribed time limit on transfer within which the members of an employee's family may be treated as accompanying him and to allow the charges for transportation of personal effects in respect of employees working under him	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/13	To allow actual expenses for carriage of personal effects by road between stations connected by rail.	Full Powers for all Group A officers except Group A nursing officer as per extant rules	Full Powers for Group A nursing officer and all Group B and C officials as per extant rules.
B/14	To permit calculation of joining time by a route other than which travelers ordinarily use	Full Powers for all Group A officers except Group A nursing officer in consultation with F&A Branch.	Full Powers for Group A nursing officer and all Group B and C officials in consultation with F&A Branch.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/15	To sanction reimbursement of medical examination fee to the employees on appointment in the service of the Corporation as per CGHS/GOI rules.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/16	To allow reimbursement of cancellation charges for official reasons on unused Air/ Railway/ Bus tickets to the staff.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/17	To sanction payment of honorarium to the officers for performing duty in the examinations conducted by the corporation.	Full Powers for all Group A officers except Group A nursing officer subject to the limits laid down by the Hqrs. office	Full Powers for Group A nursing officer and all Group B and C officials, Subject to the limits laid down by the Hqrs. office
B/18	To sanction payment of honorarium to Departmental Officers and to himself and fee for guest lectures.	Full powers in respect of training courses conducted in the Medical College, subject to the limits laid down by the Hqrs. office	Full powers in respect of training courses conducted in the hospitals, subject to the limits laid down by the Hqrs. office



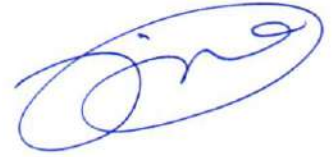
Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/19	To sanction payment of honorarium for delivering lectures in Hindi workshops in respect of officers under the administrative control of Dean / MS.	Full Powers for all Group A officers except Group A nursing officer subject to the limits laid down by the Hqrs. office	Full Powers for Group A nursing officer and all Group B and C officials, subject to the limits laid down by the Hqrs. office
B/20	To put officials on over-time work on off-days/holidays	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
B/21	To verify rent receipts in terms of Ministry of Finance Office Memo dated 26.4.75(Circulated vide endorsement No. 5(1)-4/74- Esti. II dt. 7.6.75) and further instructions issued from time to time in respect of all the officers posted in the ESIC Hospitals and Medical Colleges.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A Nursing officer and all Group B and C officials.
B/22	To undertake tour to Headquarters	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/23	To sanction payment of loss of wages to insured persons who are called upon to tender evidence in disciplinary cases against Corporation employees.	Full powers	N.A.
B/24	To sanction payment of conveyance charges to insured persons for their transportation	Full powers.	N.A.
B/25	To act as competent authority under SR 35 in justified circumstances.	Full Powers for all Group A officers except Group A nursing officer as per Government of India orders	Full Powers for Group A nursing officer and all Group B and C officials and as per Government of India orders
B/26	To sanction reimbursement of Tuition Fee/Children's Educational Allowance	Full Powers for all Group A officers except Group A nursing officer as per Government of India orders	Full Powers for Group A nursing officer and all Group B and C officials and as per Government of India orders
B/27	Entitlement of Staff Car / Hiring of car as per monetary limits issued by Hqrs.	Full Power for Medical College purpose.	Full Power for Hospital purpose.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
B/28	Entertainment Allowance as per monetary limits issued by Hqrs.	Full Power for Medical College purpose.	Full Power for Hospital purpose.

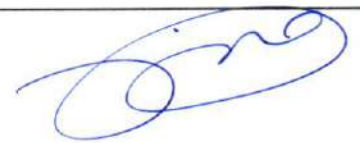


SECTION C: ADVANCES

Item	Description	Dean (Med College) 2026	MS (Med College) 2026
C/1	To sanction advance / settlement of LTC, TA on tour / transfer for officer and staff in accordance with the provisions of GFR; and upon approval from the competent authority for himself/ herself.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
C/2	To sanction temporary advances for making payment of TA & DA etc. to the outside witnesses to the extent ordered by the court.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
C/3	To sanction advances as per ESIC guidelines for lawsuits, where Corporation is a party	Full powers	N.A.
C/4	To release House building Advance sanctioned by Hqrs office.	Full Powers for all Group A officers except Group A nursing officer to authorize payment in lumpsum or in installments (in consultation with F&A branch).	Full Powers for Group A nursing officer and all Group B and C officials to authorize payment in lumpsum or in installments (in consultation with F&A branch).

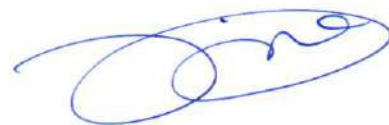


Item	Description	Dean (Med College) 2026	MS (Med College) 2026
C/5	To sanction advance for contingencies for ESIC dispensaries/ RHTC &UHTC	Up to Rs.5,000/- for college purpose	Up to ₹5,000/- for hospital purpose.
C/6	To sanction non-refundable withdrawals from the PF in respect of all categories of employees.	Full Powers for all Group A officers except Group A nursing officer in consultation with F&A Branch.	Full Powers for Group A nursing officer and all Group B and C officials in consultation with F&A Branch.
C/7	To sanction temporary advance from Provident Fund.	Full Powers for all Group A officers except Group A nursing officer.	Full Powers for Group A nursing officer and all Group B and C officials
C/8	To sanction contingent advances as per GFR upto Rs.40,000.	Full powers for Medical College purpose	Full powers for Hospital purpose.

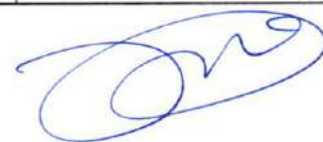


SECTION D: CONTINGENT EXPENDITURE

Item	Description	Dean (Med College) 2026	MS (Med College) 2026
D/1	To sanction purchase of stationery & Forms / printing and office equipment including rubber stamps, duplicating/ photocopying accessories duplicating /photo-copying paper. ink, stencil, correcting fluid etc.	Full powers as per GFR for College purposes in consultation with F&A branch.	Full powers as per GFR for hospital purposes in consultation with F&A branch.
D/2	To sanction expenditure of miscellaneous/contingent character (Non-recurring & recurring)	Full powers up to ₹ 5,00,000/- in a F.Y. for college purposes	Full powers up to ₹ 5,00,000/- in a F.Y. for hospital purposes
D/3	To incur expenditure on educative publicity.	Full powers up to ₹ 5,00,000/- in a F.Y. for college purposes in consultation with F&A branch.	Full powers up to ₹ 5,00,000/- in a F.Y. for hospital purposes in consultation with F&A branch.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
D/4	To sanction purchase of consumables, instruments, reagents, spares, etc.	Full powers for the departments of Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Forensic Medicine, Pharmacology, and Preventive & Social Medicine in consultation F&A branch.	Full powers for the departments other than those assigned to the Dean in consultation with F&A branch.
D/5	To sanction expenditure on servicing of vehicles owned by ESIC (* Current value means cost after depreciation)	Full powers up to 2/3 rd of the current value within budget provisions for college purpose.	Full powers up to 2/3 rd of the current value within budget provisions for hospital purpose.
D/6	To sanction expenditure on repair, renewal, replacement & parts of vehicles owned by ESIC.	Full powers subject to the condition that the cost of repairs/replacement of parts does not exceed 2/3 rd current Value of the vehicle for college purpose.	Full powers subject to the condition that the cost of repairs/replacement of parts does not exceed 2/3 rd current Value of the vehicle for hospital purpose.



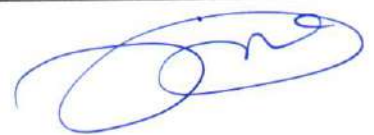
Item	Description	Dean (Med College) 2026	MS (Med College) 2026
D/7	To sanction expenditure for the purpose of essential items such as fans, & other equipment in the event of loss due to theft/burglary.	Full powers for college in the capacity to replace such articles as per yardstick without waiting for the investigation of the police to be completed. If subsequently any article lost is recovered it may be utilized against future needs.	Full powers for hospital in the capacity to replace such articles as per yardstick without waiting for the investigation of the police to be completed. If subsequently any article lost is recovered it may be utilized against future needs.
D/8	To sanction write off of losses due to theft, fraud negligence etc.	Full powers up to Rs.10,000/- in individual case for college purpose in consultation with F&A branch.	Full powers up to Rs.10,000/- in individual case for hospital purpose in consultation with F&A branch.



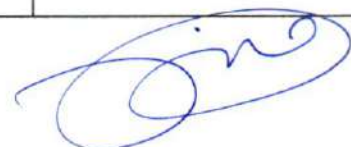
Item	Description	Dean (Med College) 2026	MS (Med College) 2026
D/9	To condemn and sanction write-off of irrecoverable value of stores etc. provided that 1. The loss is not due to theft / fraud. 2. It does not disclose a defect in rules or procedure, the amendment of which requires the orders of a higher authority. 3. There has not been any negligence on the part of any employee which may call for disciplinary action.	Full powers; as per individual case in consultation with F&A Branch for matters pertaining to medical college.	Full powers; as per individual case in consultation with F&A Branch for matters pertaining to hospital.
D/10	To sanction expenditure on purchase of generator, fans, housekeeping items etc.	Full powers in consultation with F&A branch.	N.A.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
D/11	To sanction expenditure on purchase of general furniture, general articles, office equipment, books, periodical and publications (Official & Non-Official) livery and other stores etc.) for college and hospital purpose as per GFR	Full powers in consultation with F&A branch within budget allotment as per GFR.	N.A.
D/12	To sanction expenditure on repair & maintenance of general furniture.	Full powers provided the total expenditure of repair does not exceed 2/3rd of the current value of the furniture.	N.A.
D/13	To sanction charges for installation and shifting of telephones / EPABX.	Full powers in consultation with F&A Branch for college and hospital purpose.	N.A.
D/14	To sanction payment of Municipal or cantonment taxes, land revenue in respect of land & building (owned/hired).	Full powers	N.A.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
D/15	a) To sanction expenditure on annual repair & maintenance of buildings owned by the ESI Corporation & expenditure on horticulture. b) For horticulture work, full powers as per CPWD norms.	Full powers as per norms prescribed by Hqrs.	N.A.
D/16	To sanction the renewal of contract for servicing and maintenance of inter-communication telephones equipment, PBX installed in ESI institutions.	Full powers in respect of medical college and hospital.	N.A.



D/17	To execute contract and assurance of property including acceptance of agreement bonds and surety bonds on the stamped paper of appropriate value executed by the employees in connection with the grant of House building Advances, on behalf of the Director General, ESI Corporation in respect of the following: 1. Surety/Security and agreement bonds on stamped paper for due performance and completion of work & contracts including those pertaining to the grant of house building advance to the employees. 2. All instructions connected with the reconveyance of property given as security including execution or reconveyance deed on the stamped paper of appropriate value in connection with the grant and refund of House building Advance to employees.	Full Powers for all Group A officers except Group A nursing officer subject to the condition that where the connected expenditure sanctioned required the approval of higher authority, that is duly obtained prior to the signing of the agreement, contract etc. and that the official seal of the corporation on the contract agreement and other instruments executed on behalf of the ESI Corporation shall be affixed in the presence of the Officer executing the aforesaid contract, agreement or other instrument.	Full Powers for Group A nursing officer and all Group B and C officials subject to the condition that where the connected expenditure sanctioned required the approval of higher authority, that is duly obtained prior to the signing of the agreement, contract etc. and that the official seal of the corporation on the contract agreement and other instruments executed on behalf of the ESI Corporation shall be affixed in the presence of the Officer executing the aforesaid contract, agreement or other instrument.
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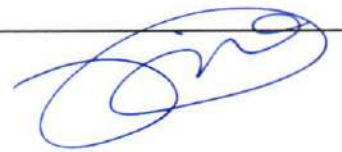
D/18	To sanction and release of funds for the construction of compound wall	Full powers subject to approval of Director General.	N.A.
D/19	Repair, renovation, upgradation, etc. of the boundary wall	Full Powers	N.A.
D/20	To sanction expenditure on each occasion / inauguration ceremony of ESI corporation building.	Full powers as estate officer up to ₹1,00,000/-	N.A.
D/21	To sanction expenditure on the illumination of the Hospital on Republic Day and Independence Day, for any function as decided from HQRS like ESIC day etc.	Full powers up to Rs. 50,000/- on each occasion for both medical college and hospital	N.A.
D/22	To sanction grant-in-aid & additional Grant-in-aid to Recognized Recreation clubs.	Full powers in consultation with F&A branch subject to budget provision.	N.A.
D/23	To condemn, write off and purchase against condemnation of medical & non-medical equipment, linen items, blankets, IT Hardware and furniture for ESI hospitals and dispensaries.	Full powers in consultation with F&A branch for Medical College items.	Full powers in consultation with F&A branch for hospital items



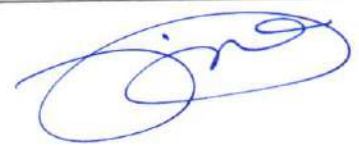
D/24	To sanction expenditure on the purchase of linen/blankets, aprons etc.	N.A.	Full powers in consultation with F&A branch and in accordance with prescribed scales.
D/25	To sanction expenditure on purchase of Medical Gases, Drugs and Dressings, Implants, intraocular lenses, prosthesis and orthosis etc. and other necessary clinical care items under DG ESIC rate contract / GeM / Jan Aushadhi / Local Empaneled chemist.	N.A.	Full powers in consultation with F&A branch.
D/26	To empanel local chemist for uninterrupted supply of drugs, dressings and consumables and to take action against defaulting chemist.	N.A.	Full Powers
D/27	To sanction expenditure for the purchase of items of diet and grocery for the indoor patients of the ESI hospital.	N.A.	Full powers subject to budgetary provisions.
D/28	To sanction expenditure for the purchase of cooking gas.	N.A.	Full powers



D/29	To sanction expenditure on purchase/reimbursement of the cost of medicines/blood.	N.A.	Full powers
D/30	To sanction reimbursement for taxi or other conveyance charges to the officers in hospital / college within prescribed limits.	Full powers for medical college purpose.	Full powers for hospital purpose.
D/31	To sanction expenditure on dental treatment except cosmetic treatment	N.A.	Full powers as per CGHS rates
D/32	To sanction purchase of photographic material, chemicals, X-ray etc.	Full powers subject to the budget provision for medical college purpose in consultation with F&A branch.	Full powers subject to budget provision for hospital purpose in consultation with F&A branch.
D/33	To incur expenditure on refreshments to visitors at the meetings not strictly covered by the Government of India instructions.	Full powers up to Rs.5,000/- per month.	Full powers up to Rs. 5,000/- per month.



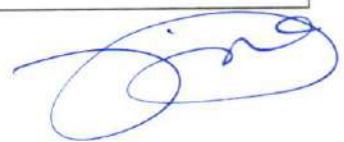
D/34	To sanction expenditure for payment of premium on Collective Fidelity Guarantee Policy to the Life Insurance Corporation of India.	Full powers in consultation with the F&A branch.	N.A.
D/35	To sanction the cost of court fee stamps.	Full powers within budget provisions as required for medical college.	Full powers within budget provision as required for hospital purpose
D/36	To establish canteen / Mess services.	Full powers for medical college purpose and student hostel mess.	Full powers for hospital purpose canteen.
D/37	To sanction expenditure in compliance with an order of any court / tribunal.	Full powers within budget provisions as required for medical college with approval of competent authority	Full powers within budget provision as required for hospital purpose with approval of competent authority
D/38	To sanction expenditure on water, electricity, telephone bills, mobile phone bill etc..	Full powers within budget provisions as required for medical college and hospital purpose	N.A.



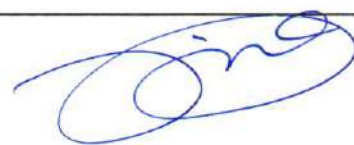
D/39	To sanction expenditure on 1. Road tax and insurance premium and 2. purchase of petrol, diesel, CNG, EV charges, distilled water, filters, oil etc. for staff cars, delivery vans, ambulances and mobile dispensary vans, hearse vans etc.	Full powers within budget provisions as required for medical college	Full powers within budget provision as required for hospital purpose
D/40	To sanction to waive penalty on electric and water charges bills etc.	Full powers Up to Rs.2000/- in each case. In case of separate meters at separate locations (hostel, hospital, college etc. it shall be full powers up to Rs. 2,000/- in each case)	N.A.
D/41	To sanction expenditure on Identity cards or for the service books of the Employees.	Full powers subject to budgetary provisions	N.A.
D/42	To sanction incidental court expenses.	Full powers within budget provisions as required for medical college	Full powers within budget provision as required for hospital purpose
D/43	To incur expenditure for taking photos for publicity and for buying copies for office use	Up to Rs.50,000/- per annum as required for medical college,	Up to Rs.50,000/- per annum as required for hospital purpose



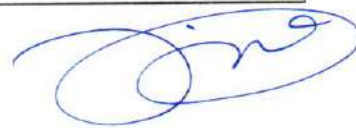
D/44	To sanction expenditure on freight charges as per extant rules (Railway/Road/Air freight)	Full powers within budget provisions as required for medical college	Full powers within budget provision as required for hospital purpose
D/45	To sanction expenditure on demurrage charges.	Full powers within budget provisions as required for medical college	Full powers within budget provision as required for hospital purpose
D/46	To sanction expenditure on hiring of furniture / audio-visual / decoration etc.	Full powers in consultation with F&A branch up to ₹5,00,000 per financial year within budget provisions as required for medical college	N.A.
D/47	To sanction expenditure on hiring of conveyance for transportation of office equipment, record etc.	Full powers in consultation with F&A branch within budget provisions as required for medical college purpose.	Full powers in consultation with F&A branch within budget provision as required for hospital purpose
D/48	To purchase postage stamps	Full powers Up to Rs.10,000/- at a time.	N.A.



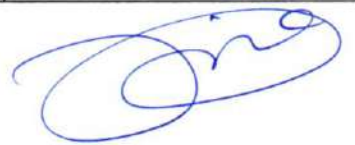
D/49	1. To sanction new connection for telephone, mobile etc. 2. To sanction landline telephone and internet Broadband connection /leased lines for Medical College and/ OR Hospital as per guidelines. 3. To sanction intercom and internet LAN for wards, offices as per need.	Full powers as per the requirement within budget provision in consultation with F&A branch.	N.A.
D/50	To sanction expenditure on advertisement.	1. Full powers, if through D.A.V.P. 2. In case it is through other agencies in consultation with Accounts for medical college	Full powers, if through D.A.V.P. 2. In case it is through other agencies in consultation with Accounts for hospital
D/51	To sanction expenditure for repairs, maintenance and replacement of electrical installation in the premises of the ESIC Hospital / College / Staff Quarters.	Full powers as estate officer within the scope of ARM.	N.A.



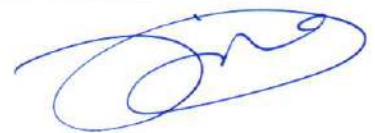
D/52	To sanction expenditure on procurement of ICT Hardware including purchase of computer, laptop, antivirus software, operating system & peripherals including printers, scanners etc. as per specifications prescribed by ESIC headquarters.	Full powers subject to extant guidelines issued by the Hqrs. in consultation with F&A branch.	N.A.
D/53	To sanction expenditure on repair of ICT Hardware	Full powers provided that the total expenditure on repair does not exceed 50% of the current value of equipment for medical college and hospital purpose.	N.A.
D/54	To sanction expenditure on repair and maintenance and replacement of parts of medical and surgical equipment/ instruments	Full powers provided the total expenditure does not exceed 2/3rd of the current value of equipment for medical college	Full powers provided the total expenditure does not exceed 2/3rd of the current value of equipment for hospital.



D/55	To sanction expenditure on tea, light refreshments etc. at the formal departmental meetings, bona-fide meetings including ESIC Fortnight & inter departmental meetings.	Full powers up to: 1. Tea & snack- ₹200/- per person 2. High Tea - ₹500/- per person 3. Lunch / Dinner- ₹750/- per person	Full powers up to: 1. Tea & snack- ₹200/- per person 2. High Tea - ₹500/- per person 3. Lunch / Dinner- ₹750/- per person
D/56	To sanction expenditure on Artificial limbs in respect of Insured persons and their family members.	N.A.	Full powers as per Govt. of India rules.
D/57	To sanction expenditure on wheel chair/ tricycle in respect of insured persons / ESIC Staff and family members.	N.A.	Full powers as per Govt. of India rules.



D/58	To condemn and sanction write off of the unserviceable articles which have outlived their life (including calculators).	Full powers in consultations with F&A branch.	Full powers in consultation with F&A branch.
D/59	To grant extension of delivery period for completion of contracts which MS / Dean has entered.	Full powers	Full powers
D/60	To investigate and sanction of time barred claims in respect of all claims up to 2 years old including IP / Employees. (subject to GOI / Hqrs. guidelines)	Full powers in capacity of controlling authority.	Full powers in capacity of controlling authority.
D/61	To engage counsel in legal cases	a) Government Counsel: Full powers within Government Schedule rates b) Private Counsel Full powers, subject to the condition that the fee is within the Government Schedule rates or rates approved by the Hqrs and the Account officer is consulted.	N.A.



D/62	To dispose off unserviceable and perishable articles etc. by auction or otherwise as per the Condemnation Guidelines.	Full powers in respect of medical college.	Full powers in respect of hospital
D/63	To invite and conclude acceptance to tenders	Full powers in consultation with F&A branch for medical college purpose.	Full powers in consultation with F&A branch for hospital purpose.
D/64	To approve intra and inter-regional tour programme of Corporation employees in connection with giving evidence etc. in various Court cases in which Corporation is a party and for giving evidence in the disciplinary cases against the employees.	Full Powers in respect of employees as controlling authority.	Full Powers in respect of employees as controlling authority.
D/65	To enter into tie up arrangements for sophisticated investigations and/ for super specialty treatments	N.A.	Full powers in the capacity for Government Institutions; and as per Hqrs instructions from time to time



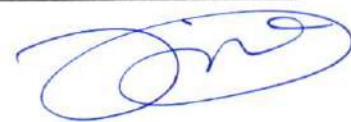
D/66	Sanction of statutory fees to University, NMC, Nursing Council, NBEMS, State Health Authorities and other regulatory authorities as may be required for the purpose of academic courses for which In-Principal approval has been granted by Competent Authority.	Full Powers	N.A.
D/67	Sanction of statutory Deposits to regulatory authorities as may be required for the purpose of academic courses.	Full Powers in consultation with F&A branch.	N.A.



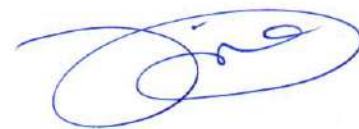
D/68	Procurement of Medical Equipment	All Medical Equipment procurement up to a ceiling of ₹2 Crore per unit (inclusive of taxes) and Maintenance Contracts of these equipments required for the departments of Anatomy, Physiology, Biochemistry, Pathology, Microbiology, Forensic Medicine, Pharmacology, and Preventive & Social Medicine in consultation with F&A branch.	All Medical Equipment procurement up to a ceiling of ₹2 Crore per unit (inclusive of taxes) and Maintenance Contracts of these equipments required for all clinical departments other than those assigned to the Dean in consultation with F&A branch.
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D/69	Patient Referral	All referrals pertaining to the departments of Biochemistry, Pathology, Microbiology and Pharmacology shall be approved and sanctioned by the Dean subject to ESIC Referral Policy instructions as issued from time to time.	All referrals pertaining to all clinical departments other than those assigned to the Dean shall be approved and sanctioned by the MS subject to ESIC Referral Policy instructions as issued from time to time.
		All referrals shall be under the overall supervision of the Dean.	
D/70	To purchase software for medical purposes	Up to a limit of Rs.5,00,000/- per annum for Medical College purpose.	Up to a limit of Rs.5,00,000/- per annum for Hospital purpose after getting approval of the Dean.
D/71	Hiring of Hostel for students	Full powers for purpose of compliance with National Medical Commission norms; as per the instructions issued by the Hqrs.	N.A.

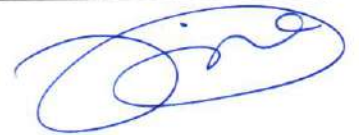


D/72	Hiring of academic block.	Full powers for purpose of compliance with National Medical Commission norms; as per the instructions issued by the Hqrs.	N.A.
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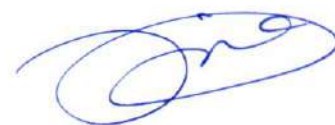


SECTION E: MISCELLANEOUS

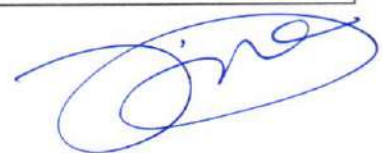
Item	Description	Dean (Med College) 2026	MS (Med College) 2026
E/1	To destroy records as per Hqrs. Guidelines given in the retention schedule.	Full powers pertaining to Medical College.	Full powers pertaining to Hospital.
E/2	To arrange for periodical verification of stores	Full powers for items related to medical college.	Full powers for items related to hospital, central and medical store.
E/3	To authorize/entrust the work of physical verification of Service Books and certificates.	Full powers pertaining to Medical College.	Full powers pertaining to Hospital.
E/4	To conduct preliminary investigation for the complaints and to take necessary action thereon as per prescribed rules	Full powers in the capacity of Controlling Authority	Full powers in the capacity of Controlling Authority



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
E/5	To condone the following types of irregularities committed in ESIC Hospitals and Medical Colleges 1. Utilization of advances sanctioned for a particular purpose. 2. Wrong entries in the cash book. 3. Delay in posting of Challans/Cheques. 4. Delay in deposit of money in bank. 5. Non recording /irregular recording or certificates in cash book and other records	Full powers in consultation with F&A branch.	N.A.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
E/6	To condone irregularities in postage/postage expenditure.	Full powers in consultation with F&A branch financial limit upto ₹5,000 in a F.Y. subject to: 1. There is a bona-fide mistake. 2. It is observed that official concerned is responsible for the loss of postage; such losses should be made good by him as hitherto. 3. Cases of misappropriation will not be covered under this delegation.	N.A.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
E/7	To declare unserviceable such articles (items valued less than ₹10,000/-) which have not out-lived their life and MS / Dean is empowered to purchase within his own powers	Full powers in consultation with F&A branch for medical colleges, subject to: 1. The item has become unserviceable due to normal wear and tear, and it is beyond reasonable repairs. 2. The item in question is physically verified by the Accounts Officer and the MS.	Full powers in consultation with F&A branch for hospital, subject to: 1. The item has become unserviceable due to normal wear and tear, and it is beyond reasonable repairs. 2. The item in question is physically verified by the Accounts Officer and the MS.
E/8	To authorize Addl. MS/DMS to exercise powers of the MS during his absence	N.A.	Full powers subject to ex-post-facto approval of MS on his return on financial matters.



Item	Description	Dean (Med College) 2026	MS (Med College) 2026
E/8B	To authorize Medical Superintendent to exercise powers of the Dean during his/ her absence	Full powers subject to ex-post-facto approval of Dean on his return on financial matters.	N.A.
E/9	To file civil suits before Tribunals or other courts	Full powers for issues related to medical college.	Full powers for issues related to hospital.
E/10	To exercise power of Director of Estate.	Full powers in the capacity of Estate Officer	N.A.
E/11	To allot residential accommodation available in the medical college and hospital quarters	Full powers in the capacity of Estate Officer	N.A.
E/12	To accept on behalf of the Corporation, security bonds (Fidelity bonds deposited as security) furnished by the employees of the Corporation.	Full powers in the capacity of controlling authority	Full powers in the capacity of controlling authority



Full powers mentioned in sections are subject to:

- 1. Following the extant rules/instructions viz GFR, Government of India guidelines, CVC guidelines, instructions and guidelines issued from ESIC Headquarters from time to time.**
- 2. Any procurement of goods and services shall be in consultation with Accounts officer.**
- 3. In addition to CMC /AMC, all major equipment's (medical and non-medical) shall be insured from fire, flood, theft, accident and natural calamities.**
- 4. In the event of any ambiguity in the delegation of powers between the Dean and the Medical Superintendent, such powers shall vest with the Dean, whose decision shall be final / conclusive.**

Assistant Director (MSU)