

# **ESI SCHEME IN TAMIL NADU**

## **INFORMATION HAND BOOK UNDER RIGHT TO INFORMATION ACT - 2005**

**DIRECTORATE OF MEDICAL AND RURAL  
HEALTH SERVICES (ESI) CHENNAI - 6**

# **CHAPTER – I**

## **INTRODUCTION**

### **1.1.The background of this Hand-Book**

#### **(Right To Information Act- 2005)**

The Right To Information Bill 2005 has been passed by both the houses of Parliament and received the assent of the President of India on 15<sup>th</sup> June 2005. This Act is being implemented with effect from 12<sup>th</sup> Oct.2005.

The aim of this Act is to provide for setting up the practical regime of Right To Information for the citizens to secure access to information under the control of public Authorities in order to promote transparency, accountability in the working of every public Authority.

Accordingly the information about the ESI Scheme are provided in this Hand Book.

### **1.2. Objective/purpose of this Hand Book**

The objective of this Hand Book on Right To Information Act is to disseminate necessary details about ESI Scheme to the public, in particular to the Insured Persons (Employees of Factories/Establishments under ESI Scheme) through various means of communications.

### **1.3. Who are the intended users of this Hand Book?**

The citizens in general and the Insured Persons in particular are the users of this Book.

### **1.4. Organisation of the information in this Hand Book?**

Directorate of Medical and Rural Health Services (ESI), Chennai-6.

### **1.5. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.**

The Director of Medical and Rural Health Services (ESI), Chennai - 6.

### **1.6 Procedure and fee structure for getting information not available in the Hand-book.**

As prescribed in the Right To Information Act 2005

## **CHAPTER – 2(MANUAL -1)**

### **Particulars of Organisation, Function and Duties**

#### **2.1.Objective/Purpose of the Public Authority**

The objective of ESI Scheme (Tamil Nadu) is to provide Medical Care Services from ‘womb to tomb’. The entire gamut of preventive, promotive curative and rehabilitative services is being provided through the vast and wide network of ESI Medical Institutions (i.e.) ESI Dispensaries and Hospitals).

#### **2.2.Mission/Vision Statement of Public Authority**

The mission of the ESI Scheme is to provide standard medical care to the working population (the Insured Persons) and their family at the time of sickness or employment injury and to sustain the wage loss during the time of sickness or employment injury.

The vision of the scheme is to increase the industrial productivity and thereby reach the goal of (National) growth rate by keeping the work force in hale and healthy condition at all time.

#### **2.3Brief history of the Public Authority and context of its formation.**

ESI Scheme has been implemented in India on 24.2.1952 in two centres in our country namely Delhi and Kanpur.

In Tamil Nadu ESI Scheme has been implemented on 23.1.1995 in 5 centres (Ondipudur, Singanallur, Sowripalayam, Upplipalayam, Vellalore) in Coimbatore and then in Chennai on 20.11.1955 at 14 centres (Egmore, Kilpauk I & II, Kondithope, Choolai, Saidapet, Sembium, Tondiarpet, Triplicane, Harbour, Perambur I & II, Annasalai, Mylapore).

From its inception, it has been gradually but steadily extended to new geographical areas in this state in a phased manner. Now this scheme is being implemented almost in all Districts and rendering medical facilities to the Labour Population (Insured Persons) through 190 ESI Dispensaries and 8+1 ESI Hospitals ( 8 ESI Hospitals under the control of Government of Tamil Nadu and 1 ESI Hospital functioning under the control of ESI Corporation, New Delhi)

There are four Regions viz. Chennai, Madurai, Coimbatore and Salem and having 42 ESI Dispensaries in Chennai Region, 57 ESI Dispensaries in Madurai Regions, 38 in Coimbatore Region and 53 Dispensaries in Salem Region.

District wise break up details of ESI Dispensaries and Hospitals, availability of Doctors, beds etc are given in the Annexure. I

#### **2.4. & 2.5. Duties/Main activities/functions of Public Authority**

The duties are to provide medical treatment of high standard and quality medicine to the ESI beneficiaries through ESI Dispensaries and Hospitals. Apart from providing medical care, the doctors working under ESI Scheme are issuing leave certificates to the Insured Persons which will enable the Insured Persons to get nearly 50% of his wage during the period of absention from duty (i.e.) the certificates issued by the doctors of ESI patients will enable the Insured Persons to sustain the wage loss due to sickness or temporary/permanent disablement.

All the National Health Programmes are also being carried out under ESI Scheme.

## 2.6. List of services being provided by the Public Authority with a brief

Write - up.

- a) The Insured Persons (employees covered under ESI Scheme) and their family members are entitled to avail the following treatment facilities in ESI Dispensary/Hospitals/Diagnostic Centre and in recognized medical Institutions:
- i) Out patient treatment
  - ii) Domiciliary treatment
  - iii) Specialists consultation
  - iv) In patient treatment(Hospitalisation)
  - v) Free supply of drugs,dressings, artificial limbs, aids and appliances
  - vi) Imaging and Laboratory services
  - vii) Integrated family welfare, immunization and maternity and child Health Programme and other services like prevention of Blindness, anti leprosy treatment, treatment for T.B. and cancer patients.

### b) Maternal and Child Health Care Services

Maternal and Child Health Care Services are the most important of all the services provided under the scheme.

The services provided are Antenatal registration and checkup, administering vaccination against tetanus, Hepatitis B, Anti Rabies injection, Anti Snake bite etc.

Iron and Folic acid tablets, tonics etc are being issued to pregnant women, nursing women and vitamin A tablets/drops to pre school children.

- c) Super Specialty treatment for Cancer, Kidney transplantation, Cardiac by-pass surgery and bone marrow transplantation are being given to ESI beneficiaries.

### d) Treatment for occupational diseases:-

Special attention is given on the health care of employees working in Textile Industries dye and chemical industries, cement and Asbestos industries.

A 50 bedded occupational diseases centre is made available at the ESI Hospital, K.K.Nagar, Chennai-78.

- d) Special attention on creating awareness about AIDS and HIV.

## 2.7. Organization Chart

Attached in annexure III

## **2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency**

The awareness about this scheme and active involvement of the employees working in industries and establishments are expected for enhancing the effectiveness and efficiency of the services and facilities available under this Scheme.

## **2.9. Arrangements and methods for seeking public participation/contribution**

To ensure comprehensive health care services and to involve the participation of the Insured Persons in the scheme various type of meetings, work shop on ESI Scheme for employers, employees are being conducted at periodical intervals throughout this state.

## **2.10. Mechanism available for monitoring the service delivery and public grievance resolution**

### ***Regional Administrative Medical Officer Level***

Periodical review meetings about the performance of the scheme are being conducted by the Regional Administrative Medical Officers every month by inviting all the Medical Officers in charge of each dispensary at regional level.

### **ESI Hospital Level**

Similar meeting is being conducted by the Superintendent of each ESI Hospital to assess the performance of each staff viz: Doctors, Para medical staff etc, and to take remedial measures for any defects/discrepancies if brought to the notice of the Superintendent.

### **State Level**

**There is an Inspection cell functioning under the control of Joint Director (ESI) which will conduct Inspection in ESI Medical Institutions.**

- i) The Joint Director will also visit the dispensaries/Hospitals either by announced visit or by surprise visit and if any defects or short comings in the provision of service is noticed, Joint Director will give report to the Director and necessary action will be taken for rectifying those mistakes.
- ii) Review meetings of the Regional Administrative Medical Officers and Superintendents are being conducted once in every 3 months to assess the performance of the scheme.
- iii) The complaints (if any) received from the Insured Persons, Trade Unions or representative will be considered with due care and the same will be redressed at once.

## 2.11 Address of the main office and other offices at different levels.

(Please categorize the addresses district wise for facilitating the understanding by the user).

Sl.No.	Name of the office	Address
1.	<b>Head Office</b>	The Director of Medical and Rural Health Services(ESI), VII Floor, No.359- Annasalai, Chennai-6.
2.	<b>District Level</b>	Regional Administrative Medical Officer(ESIS) ESI Hospital Campus, K.K.Nagar Chennai - 78
		Regional Administrative Medical Officer(ESIS) Thallakulam, Near Court, Madurai
		Regional Administrative Medical Officer (ESIS) ESI Hospital Campus, Varatharajapuram Coimbatore - 15
		Regional Administrative Medical Officer, Salem No.2-c,Gandhi Road, Salem 7
		Superintendent, ESI Hospital, 37, Medavakkam Tankoad, Ayanavaram, Chennai-23
		Superintendent, ESI Hospital , Varadharajapuram Coimbatore – 641 015
		Superintendent, ESI Hospital , Thathaneri Main Road Madurai 625 018
		Superintendent, ESI Hospital, Srivilliputhur-Sivakasi Road, Anaiyur village, Sivakasi 626 124 Virudhunagar District
		Superintendent, ESI Hospital Pent land Hospital Road, Vellore 632 001
		Superintendent, ESI Hospital Salem Steel Plant Road Thalavaipatti, Salem 636 302
		Superintendent, ESI Hospital SIPCOT Hosur – 635 126 Krishnagiri District
		Superintendent, ESI Hospital Peria Milaguparai, Trichy – 620 001

2.12. Morning hours of the office : 10.00 a.m.

Closing hours of the office : 5.45 p.m.

**CHAPTER – 3****(MANUAL 2)****Powers and duties of officers and employees****3.1. Please provide the details of the powers and duties of officers and Employees of the organization.**

<b>Powers</b>	<b>Administrative</b>	<b>Powers and Duties of Officers</b>
	<p><b>a) Director of Medical and Rural Health Services (ESI), Chennai-6.:</b> Over all head of the Department of the State.</p> <p><b>b)Regional Administrative Medical Officer</b> Head of the Region in implementing the scheme</p> <p><b>c) Superintendents of ESI Hospitals</b> He is the head of the ESI Hospital and rendering Inpatients services to ESI patients</p>	<p><b>Powers and Duties of Officers:-</b> It is to be stated that there is no specific Government Order or instructions with regard to delegation of powers to the officers of this scheme. However in the capacity of concerned scheme officers they are carrying out the duties and responsibilities. As regards, the Regional Administrative Medical Officers/ Superintendents of ESI Hospitals they have been entrusted with their works by way of issuing office orders from time to time by the Director of Medical and Rural Health Services (ESI), Chennai-6</p>
	<p>d) Other Staff</p>	<p>Ministerial staff are attached to various offices in various section are doing their duties assigned to them by way of issuance of office orders by the Director of Medical and Rural Health Services ESI), Chennai-6. The Para-medical staff and assesary staff of the medical institutions are carrying out their duties as per the instructions issued by the concerned heads of the ESI Medical Institutions.</p>

### 3.1. Please provide details of powers and duties and employees of the Organization

Sl.No.	Designation of the Officer	Purchase of M & E and Drugs and Dressings	Servicing & Repairs (At a time)	Dietary Articles (per Month)	Furniture & Crockery (at a Time)	Purchase of cooking utensils	Reimbursement claim of Insured Persons
1.	Medical Officer of ESI Dys.	Rs.1500/-	Rs.1000/-	Nil	Rs.200/-	Nil	Nil
2.	Superintendents of ESI Hospital with <100 beds	2,500/-	2500/-	10,000/-	Rs.500/-	Nil	Nil
3	Superintendents of ESI Hospital with <500 beds	5,000/-	10,000/-	50,000/-	Rs.1000/	Nil	Nil
4	Superintendents of ESI Hospital with >500 beds	10,000/-	10,000/-	1,00,000-	Rs.5000/	Nil	Nil
5	Regional Administrative Medical Officer	10,000/-	50,000/-	Nil	Rs.5000/	Nil	Nil
6	Jt. Director	20,000/-	10,000/-	1,50,000 -	20,000/-	Nil	
7.	Director (ESI)	Full Power	Full Power	Full Power	Full Power	20,000/* 5,000/**	Rs.75,000/- ***

Note: - 1) The above financial powers are subject to Budget provision.

2) \* towards initial supply

\*\* Per renewal for each hospital

\*\*\* Director (ESI) will sanction the reimbursement claims of Insured Person up to Rs.75, 000/- beyond that the claim has To be sanctioned by the Government



**CHAPTER – 4****(MANUAL -3)****Rules, Regulation, Instruction, Manual and Records for discharging the functions**

4.1. Please provide list of rules, regulations, instructions, manual and records held by the Public Authority or under its control or used by its employees for discharging functions as per the following format. The format has to be filed for each type of documents.

- a) Name/title of the Document: 1. ESI Act 1948 and General Rules 1950  
 2. Fundamental Rules  
 3. T.N.G.S.C.Rules  
 4. D.O.M.  
 5. Medical /code  
 6. T.N.C.S.(D & A) rules  
 7. Tamil Nadu Medical Subordinate Services Rules  
 8. Tamil Nadu General Services  
 9. ESI Medical Manual
- b) From where one can get a copy } Item No.2 to 8 can be had from, the Director of  
 of rules, Regulations, Instructions } Stationery and Printing, Annasalai, Chennai-2.  
 manual and records } Telephone No.044 – 28520038  
 Fax No. 044 – 28521318  
 Item No.1 & 9 can be had from the  
 ESI Corporation Panch Deep Bhawan,  
 CIG Marg, New Delhi.  
 Phone No.23235391  
 Fax No.11-3214882
- C) Fees charged by the department } As per the guidelines prescribed in the  
 For a copy of Rules, regulations, } Right To Information Act 2005.  
 Instructions, manual and Records }  
 (if any)

**CHAPTER – 5****(MANUAL -4)**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

**5.1. Formulation of Policy**

**Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the following format:-**

Sl.No.	Subject/Type	It is mandatory to ensure public participation (yes/No)	Arrangements for seeking public participation
		--- NIL ---	

**5.2. Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provision in the following format.**

Sl.No.	Subject/Type	It is mandatory to ensure public participation (yes/No)	Arrangements for seeking public participation
	Implementation of this scheme and its policies are being done through ESI Dispensaries and ESI Hospitals	No This scheme is meant only for ESI beneficiaries	Local Committees are formed in various areas under the chairmanship of concerned Regional Administrative Medical Officers and vigilance committees are formed in each ESI Hospitals.

**CHAPTER -6****(MANUAL-5)****A Statement of the categories of documents that are held by it or under its control**

6.1. Use the given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, others (please mention the level in place of writing others)

Sl.No	Category of the Document	Name of the Document and its Introduction in on line	Procedure to obtain the document	Held by under the Control of
1.	ESI Dispensary Level	Records relating to the Benefits provided	Chief Medical Officer concerned	The Chief Medical Officer/Regional Administrative Medical Officer concerned
2.	Region Level	Records related to the Benefits provided to the ESI Beneficiaries	Regional Administrative Medical Officer concerned	Regional Administrative Medical Officer concerned
3.	ESI Hospital	Records related to the Benefits provided to the ESI Beneficiaries	Hospital Superintendent concerned	Hospital Superintendent concerned

**CHAPTER – 7**

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**(MANUAL-6)**

A statement of boards, councils, committees and other bodies constituted as its part

7.1. Please provide information on Boards, councils, committees and other bodies related to the public authority in the following format.

**I Type of Boards/Committees**

- |                            |                     |
|----------------------------|---------------------|
| 1. Regional Board          | - State level       |
| 2. Local Committees        | - Local area level  |
| 3. Co-ordination committee | - State level       |
| 4. Vigilence committee     | - At Hospital level |
| 5. Medical Board           | - At Hospital level |

**II Role of the Afficiated body executive**

- |   |  |
|---|--|
| i). <b>Address of main office and its Banches</b> | Directorate of Medical and Rural Health Services (ESI), Chennai-6. |
|---|--|

**Branches**

1. Regional Administrative Medical Officer (ESIS)  
ESI Hospital Compound,  
K.K.Nagar, Chennai-78.
2. Regional Administrative Medical Officer (ESIS)  
ESI Hospital Compound, Varadharajapuram,  
Coimbatore-15.
3. Regional Administrative Medical Officer(ESIS)  
Madurai.
4. Regional Administrative Medical Officer(ESIS)  
Salem.
5. ESI Hospital, Ayanavaram, Chennai-23.
6. ESI Hospital, Coimbatore.
7. ESI Hospital, Thathaneri, Madurai.
8. ESI Hospital, Sivakasi,
9. ESI Hospital, Vellore.
10. ESI Hospital, Salem
11. ESI Hospital, Hosur
12. ESI Hospital, Trichy.

ii) Can public participate in the meetings : No

iii) Are minutes of the meeting prepared : Yes

iv) Are minutes of the meeting available to the public? If yes, please provide information about the procedure to obtain them : No

**CHAPTER – 8****(MANUAL-7)****The names, designations and other particulars of the Public Information Officers**

**8.1. Please provide contact information about the Public Information officers, Assistant Public Information officers and Departmental Appellate Authority of the Public Authority in the following format.**

**STATE LEVEL**

- |                                      |   |
|--------------------------------------|---|
| <b>1. Public Information Officer</b> | <b>:</b> <b>Personal Assistant (ESI),</b><br>Office of the Director of Medical<br>and Rural Health Services(ESI),<br>359, Annasalai, Chennai-6.<br>Ph.24327953 Extn. 302. |
| <b>2. Appellate Authority</b>        | <b>:</b> <b>Director of Medical</b><br><b>and Rural Health Services(ESI),</b><br>359, Annasalai, Chennai-6.<br>Ph.24327953 Extn. 301.                                     |

**CHAPTER - 9**

**(MANUAL – 8)**

**Procedures followed in decision making process**

As per the instructions issued by the Government of Tamil Nadu and  
The ESI Corporation New Delhi

**CHAPTER - 10**

**Directory of officers and employees**

1.1. Please provide information District wise in the following format.

List of Regional Administrative Medical Officers, ESI Hospitals and ESI Dispensaries are attached in the Annexure II

**CHAPTER – 11****(MANUAL – 10)**

**The monthly Remuneration received by each of its officers and Employees, including the system of compensation as provided in regulations.**

<b>Sl.No.</b>	<b>Designation of the Officer</b>	<b>Scale of Pay</b>	<b>Remarks</b>
1	Director of Medical and Rural Health Services (ESI)	Rs.16400-450-20000	
2.	Joint Director of Medical and Rural Health Services (ESI)	Rs.14300-400-18300	
3.	Personal Assistant to Director of Medical and Rural Health Services (ESI)	Rs.12000-375-16500	
4	Regional Administrative Medical Officer	Rs.12000-375-16500	
5	Superintendents of ESI Hospitals	Rs.12000-375-16500	
6.	Senior Civil surgeon Specialist	Rs.12000-375-16500	
7.	Civil Surgeon	Rs.10,000-325-15200	
8.	Assistant Surgeon	Rs.8000-275-13500	
9.	Chief Accounts officer	Rs.10,000-325-15200	
10	Administrative Officer	Rs.8000-275-13500	
11.	Jr. Administrative Officer	Rs.6500-200-10500	
12.	Medical stores Officer	Rs.5900-200-9900	
13	Chief Pharmacist	Rs.5300-150-8300	
14.	Pharmacist	Rs.4500-125-7000	
15.	Nursing Superintendent Gr. I	Rs.8000-275-13500	
16	Nursing Superintendent Gr. II	Rs.6500-200-10500	



17	Nursing Superintendent Gr. III	Rs.5500-175-9000	
18	Staff Nurse	Rs.5000-150-8000	
19	Physiotherapist Gr. I	Rs.5500-185-9000	
20	Physiotherapist Gr. II	Rs.5000-150-8000	
21	Lab. Technician Gr. I	Rs. 4500-125-7000	
22	Lab. Technician Gr. II	Rs. 4000-100-6000	
23	Maternity Assistant	Rs.3200-85-4900	
24	Auxiliary Nursing Midwives	Rs.3200-85-4900	
25	Nursing Assistants	Rs.2550-55-2660-60-3200	
26	Glass IV staff	Rs.2550-55-2660-60-3200	
27	<b>Ministerial staff</b> Office Superintendent	Rs.5700-175-9200	
28	Statistician (Spl.Gr.)	Rs.8000-275-13500	
29	Assistant	Rs. 4000-100-6000	
30	Junior Assistant	Rs.3200-85-4900	
31	Steno Typist	Rs. 4000-100-6000	
32	Typist	Rs.3200-85-4900	
33	Driver	Rs.3200-85-4900	
34	Record Clerk	Rs.2610-60-3150-65-3540	

## CHAPTER – 12

### (MANUAL -11)

#### **The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)**

**For Public authorities responsible for development, construction,  
technical works:**

**12.1 Information about the details of the Budget for different activities under  
different schemes in the given format.**

**As far as ESI Scheme is concerned, it is providing Medical Benefit to the  
ESI beneficiaries.**

**The Budget Estimate & actual Expenditure for 2004-05 are furnished  
below:**

**(Rs. in thousand)**

Sl.No.	Name of the Office/ Institution	Budget Estimate For 2004 - 05	Actual Expenditure During 2004 - 05	Remarks
1.	Directorate of Medical & Rural Health services (ESI)	Rs. 14,907/-	Rs. 11,109/-	
2.	All Regional Administrative Medical Officers' Offices	Rs. 11,441/-	Rs. 10,112/-	
3.	All ESI Dispensaries	Rs.5,90,846/-	Rs.5,38,335/-	
4.	ESI Hospital Ayanavaram	Rs. 88,190/-	Rs. 77,606/-	
5.	ESI Hospital Madurai	Rs. 26,782/-	Rs. 26,477/-	
6.	ESI Hospital Coimbatore	Rs. 64,700/-	Rs. 59,546/-	
7.	ESI Hospital Sivakasi	Rs. 12,115/-	Rs. 10,571/-	
8.	ESI Hospital Vellore	Rs. 11,561/-	Rs. 10,655/-	
9.	ESI Hospital Salem	Rs. 13,528/-	Rs. 12,432/-	
10.	ESI Hospital Hosur	Rs. 10,952/-	Rs. 8,584/-	
11.	ESI Hospital Trichy	Rs. 9,496/-	Rs. 8,795/-	
12.	For Siddha Treatment	Rs. 1,157/-	Rs. 1,094/-	
13.	For Implementation of Immunization Programmes	Rs. 555/-	Rs. 778/-	
14.	<b>Total</b>	<b>Rs.8,56,210/-</b>	<b>Rs. 7,76,094/-</b>	

**CHAPTER – 13**

The manner of Execution of subsidy programmes.

- **Not Applicable** –

## **CHAPTER – 14**

### **(MANUAL – 13)**

#### **Particulars of recipients of concessions, permits or authorization granted by it.**

This scheme is providing medical benefit to the Insured Persons and their family members

**CHAPTER – 15****(MANUAL – 14)****Norms set by it for the discharge of its functions**

**15.1. Please provide the details of the Norms/Standards set by the Department for execution of various activities/Programmes.**

**I Norms for coming under the coverage of ESI Corporation for employees of factories/Establishments.**

- a) All non-seasonal factories using power and employing 10 or more persons.
- b) Non-power using factories employing 20 or more persons for wages
- c) The wages of the employees of the above factories/Establishments should be Up to Rs.7500/- p.m.

**II Contribution (w.e.f.1.1.97)**

- a) Employees' contribution : 1.75% of the wages
- b) Employers' contribution : 4.75% of the wages of the employee.
- c) Employees' receiving a daily wage up to Rs.50/- are exempted from payment of contribution. However the employers' of such employees should contribute their share (i.e. employer's share) in respect of the above employees.

**III NORMS FOR OPENING OF ESI DISPENSARIES/HOSPITALS**

**Norms for opening a Dispensary**

An ESI Dispensary will be opened in an area as per the following norms

- i) 2 Doctor Type, if the No. of Insured Persons is 3000 to 5000
- ii) 3 Doctor Type, if the No. of Insured Persons is 5000 to 10000
- iii) 5 Doctor Type, if the No. of Insured Persons is 10000 & above No. of IPs

Sl.No.	Designation	2 Dr.Type Dy. (3000-5000 IP)	3 Dr.Type Dy. (5000-10000IP)	5 Dr. Type Dy. (10000 & above IPs)
1.	Doctors	2	3	5
2.	Assistant	2	2	2
3.	Jr.Assistant	1	1	3
4.	LHV/ANM/SN	2	2	
5	Lab.Tech.	One for 25 to 30 tests	Per day	
6	Dresser	1	2	2
7	Record sorter	1	2	2
8	Class iv	3	5	5

### Norms for opening an ESI Hospital

Sl.No.	Strength of the ESI Hospital	No. f Insured Persons required	Remarks
1	50 bedded	50,000 Insured Persons	
2	100 bedded	1,00,000 Insured Persons	
3	150 bedded	1,50,000 Insured Persons	
4.	200 bedded	2, 00,000 Insured Persons	
5	250 bedded	250,000 Insured Persons	
.	300 bedded	3,00,000 Insured Persons	
7.	400 bedded	4,00,000 Insured Persons	
8.	500 bedded	5,00,000 Insured Persons	
.	600 bedded	6,00,000 Insured Persons	

### Norms for treatment

In an ESI Dispensary a Doctor should treat 60 patients per day out of the 60 cases 40 old cases and 20 new cases.

### For National Programmes

- i) Anti-natal care Registration - 100%
- ii) Institutional Deliveries - 100%
- iii) Birth weight taken for new born - 100%

### iv ) Immunization :-

- a) T.T - 100%
- b) B.C.G. - 100%
- c) D.P.T. - 100%
- d) Polio - 100%
- e) Meseals - 100%
- f) I.M.R. - 30/1000 live birth
- g) Maternal mortality Ratio - < 1

**CHAPTER – 16**

**(MANUAL – 15)**

**Information available in an electronic media.**

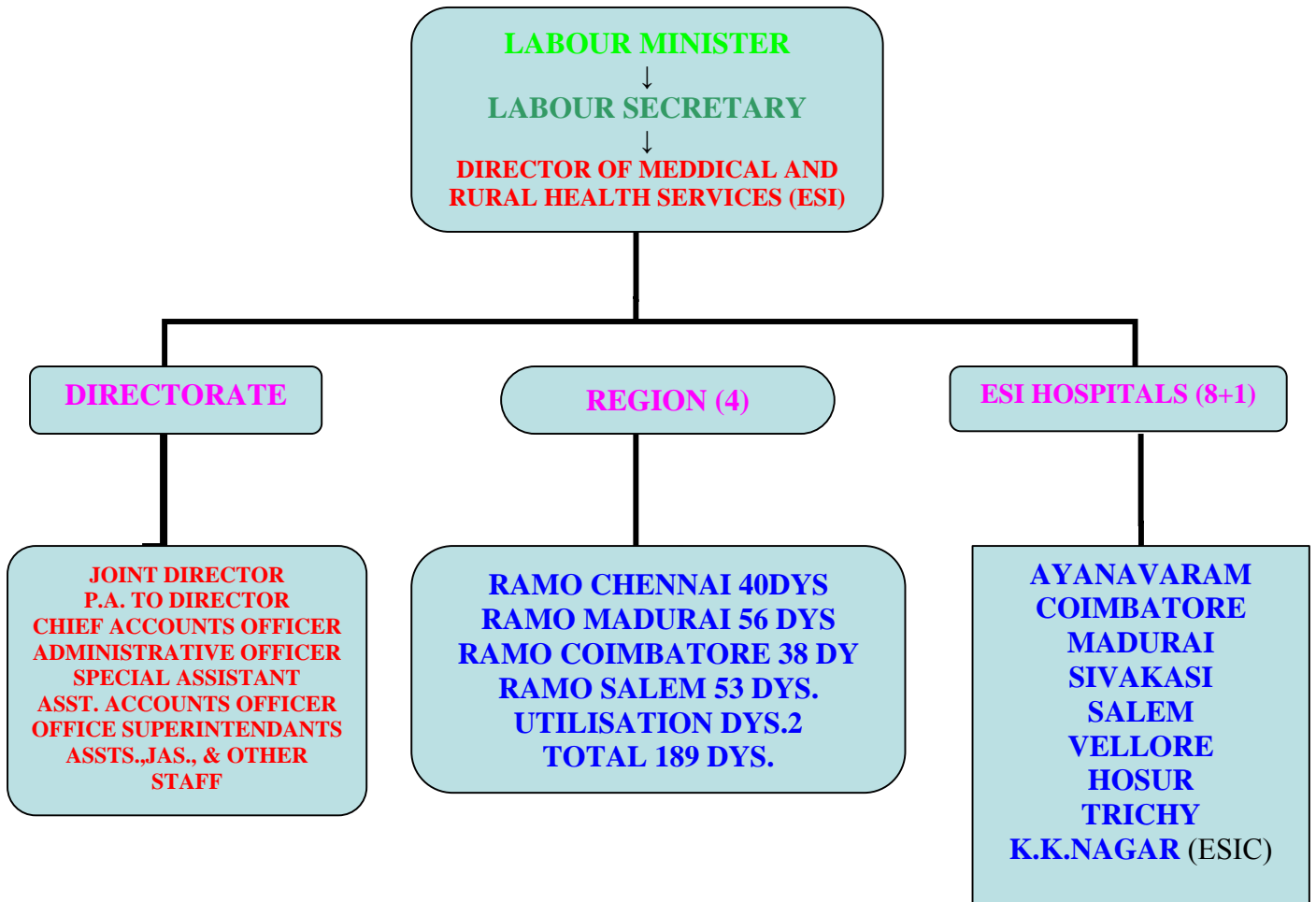
All informations about the scheme are available in electronic media.

**CHAPTER – 17****(MANUAL – 16)****Particulars of the facilities available to citizens for obtaining information****17.1. Means, methods of facilitation available to the public which are adopted by the Department for dissemination like**

- |  |  |
|--|--|
| 1) Office Library                        | - Yes  |
| 2) Drama and shows                       | - Nil  |
| 3) Through news papers                   | - Yes  |
| 4) Exhibition                            | - in the form of work shop on ESI Scheme conducted in co-ordination with ESI Corporation |
| 5) Notice Board                          | - Yes  |
| 6) Inspection of records in the office   | - Yes  |
| 7) System of issuing copies of Documents | - Yes  |
| 8) Printed manual available              | - Yes  |
| 9) Website of public authority           | - Yes  |
| 10) Other means of advertising           | - Yes  |



## ORGANISATION CHART OF ESI SCHEME IN TAMIL NADU



ESI SCHEME IN TAMIL NADU						
REGION-WISE, DISPENSARY-WISE ESI DISPENSARIES WITH BUILDING STATUS, DATE OF OPENING, INSURED PERSONS AND ATTENDANCE PARTICULARS						
CHENNAI REGION						
SL.NO.	NAME OF THE DISPENSARY	DISRTRICT	DATE OF OPENING	BUILDING	NO.OF Drs.	REMARKS
1	ADAYAR	CHENNAI	23.03.78	RENT	4	
2	EGMORE	-DO-	20.11.55	OWN	3	
3	KILPAUK I	-DO-	20.11.55	OWN	2	
4	KILPAUK II	-DO-	27.11.55	OWN	3	
5	KONDITHOPE I	-DO-	20.11.55	OWN	2	
6	KONDITHOPE II	-DO-	27.11.67	OWN	2	
7	KODAMBAKKAM	-DO-	26.01.66	RENT	2	
8	CHOO LAI	-DO-	20.11.55	OWN	4	
9	SAIDAPET I	-DO-	20.11.55	OWN	3	
10	SAIDAPET II	-DO-	27.11.67	OWN	3	
11	SEMBIUM	-DO-	20.11.55	OWN	4	
12	TONDIARPET I	-DO-	20.11.55	OWN	3	
13	TONDIARPET II	-DO-	27.11.67	OWN	3	
14	TRIPPLICANE	-DO-	20.11.55	OWN	2	
15	HARBOUR	-DO-	20.11.55	RENT	3	
16	NANDAMBAKKAM	-DO-	23.03.75	OWN	5	
17	PERAMBUR I	-DO-	20.11.55	OWN	3	
18	PERAMBUR II	-DO-	20.11.55	OWN	5	
19	PERAMBUR III	-DO-	27.11.67	OWN	2	
20	ANNASALAI	-DO-	20.11.55	OWN	3	
21	MYLAPORE	-DO-	20.11.55	RENT	2	
22	VILLIWAKKAM	-DO-	15.12.76	RENT	4	
23	AMBATTUR I	TIRUVALLUR	30.01.66	OWN	4	
24	AMBATTUR II	-DO-	27.11.67	OWN	4	
25	AVADI	-DO-	21.01.63	OWN	3	
26	KORATTUR	-DO-	01.03.82	OWN	4	
27	RED HILLS	-DO-	23.02.63	OWN	4	
28	TIRUVOTRIYUR I	-DO-	20.11.55	OWN	2	
29	TIRUVOTRIYUR II	-DO-	30.01.66	OWN	2	
30	TIRUVOTRIYUR III	-DO-	27.11.67	OWN	2	
31	TIRUVALLUR	-DO-	27.03.83	RENT	2	
32	MANALI	-DO-	16.02.89	RENT	2	
33	MINJUR	-DO-	13.01.71	RENT	2	
34	GUMMUDIPOONDI	-DO-	01.06.94	RENT	2	
35	KUDUNGAIYUR	-DO-	20.05.94	RENT	3	
36	POONAMALLEE	-DO-	01.10.95	RENT	3	
37	TAMBARAM	KANCHIPURAM	27.12.62	OWN	5	
38	PALLAVARAM	-DO-	23.02.63	OWN	6	
39	MARAIMALAINAGAR	-DO-	16.08.92	RENT	3	
40	SRIPERUMPUTHUR	-DO-	01.09.05	RENT	1	

<b>ESI SCHEME IN TAMIL NADU</b>						
<b>REGION-WISE, DISPENSARY-WISE ESI DISPENSARIES WITH BUILDING STATUS, DATE OF OPENING, INSURED PERSONS AND ATTENDANCE PARTICULARS</b>						
<b>MADURAI REGION</b>						
<b>SL.NO.</b>	<b>NAME OF THE DISPENSARY</b>	<b>DISRTRICT</b>	<b>DATE OF OPENING</b>	<b>BUILDING</b>	<b>NO.OF DOCTORS</b>	<b>REMARKS</b>
1	TIRUMANGALAM	MADURAI	11.01.89	RENT	1 Dr.	
2	TIRUNAGAR	-DO-	28.10.56	OWN	3 Dr.	
3	TALLAKULAM	-DO-	28.10.56	OWN	3 Dr.	
4	PARAVAI	-DO-	30.12.67	OWN	2 Dr	
5	PALANGANATHAM	-DO-	28.10.56	OWN	6 Dr.	
6	PONNAGARAM	-DO-	28.10.56	OWN	7 Dr.	
7	MANINAGARAM	-DO-	28.10.56	OWN	3 Dr.	
8	MUNICHALAI	-DO-	28.04.68	OWN	3 Dr.	
9	MELUR	-DO-	23.03.75	RENT	2 Dr	
10	SILAIMAN	-DO-	11.01.89	RENT	1 Dr.	
11	DINDIGAL	DINDIGAL	30.09.61	OWN	4 Dr.	
12	BEGAMBUR	-DO-	01.02.89	RENT	3 Dr.	
13	NEIKARAPATTI	-DO-	26.06.71	RENT	1 Dr.	
14	PALANI	-DO-	26.06.71	OWN	1 Dr.	
15	VEDASENDUR	-DO-	04.10.99	RENT	1 Dr.	
16	THADIKOMBU	-DO-	01.07.01	RENT	1 Dr.	
17	VADAMADURAI	-DO-	01.08.01	RENT	1 Dr.	
18	KULATHUR	-DO-	10.06.94	RENT	1 Dr.	
19	ANDIPATTI	THENI	01.07.96	RENT	1 Dr.	
20	THENI	-DO-	16.03.85	RENT	2 Dr	
21	MANAMADURAI	SIVAGANGA	13.03.65	RENT	1 Dr.	
22	KARAIKUDI	-DO-	01.03.03	RENT	1 Dr.	
23	SINGAMPUNARI	-DO-	01.10.03	RENT	1 Dr.	
24	SATHUR	VIRUDHUNAGAR	16.03.85	OWN	1 Dr.	
25	SIVAKASI	-DO-	28.06.60	OWN	2 Dr	
26	THAYILPATTI	-DO-	13.04.88	RENT	1 Dr.	
27	THIRUTHANGAL	-DO-	03.05.81	RENT	1 Dr.	
28	VIRUDHUNAGAR	-DO-	30.03.63	RENT	2 Dr	
29	SRIVILLI[UTHUR	-DO-	01.04.86	RENT	2 Dr	
30	RAJAPALAYAM	-DO-	28.02.60	OWN	5 Dr.	
31	ALANGULAM	-DO-	01.02.02	RENT	1 Dr.	
32	ARUPPUKKOTTAI	-DO-	01.08.00	RENT	1 Dr.	
33	PERNAICKENPATTI	-DO-	01.11.02	RENT	1 Dr.	
34	KARIAPATTI	-DO-	01.12.02	RENT	1 Dr.	
35	SANGARALINGAPURAM	-DO-	01.12.02	RENT	1 Dr.	
36	AMATHUR	-DO-	01.02.03	RENT	1 Dr.	
37	TIRUNELVELI	TIRUNELVELI	25.11.61	OWN	2 Dr	
38	SANKARANKOIL	-DO-	16.03.91	RENT	1 Dr.	
39	AMBASAMUDRAM	-DO-	28.10.56	RENT	1 Dr.	
40	VICKRAMASINGAPURAM	-DO-	13.07.70	OWN	2 Dr	
41	PETTAI ( MOBILE)	-DO-	25.11.71	RENT	1 Dr.	
42	PETTAI (STATIC)	-DO-	06.02.83	RENT	1 Dr.	
43	THALAIYUTHU	-DO-	01.09.66	RENT	1 Dr.	
44	TENKASI	-DO-	01.10.02	RENT	1 Dr.	

45	SENGOTTAI	-DO-	15.03.74	RENT	1 Dr.	
46	NANGUNERI	-DO-	01.12.02	RENT	1 Dr.	
47	THOOTHUKUDI	THOOTHUKUDI	01.04.66	OWN	4 Dr.	
48	KOVILPATTI	-DO-	30.03.68	OWN	4 Dr.	
49	ETTAIYAPURAM	-DO-	01.03.96	RENT	1 Dr.	
50	ARUMUGANERI	-DO-	27.03.83	RENT	1 Dr.	
51	KAZHUGUMALAI	-DO-	01.08.02	RENT	1 Dr.	
52	NAGERCOIL	KANYAKUMARI	30.11.63	RENT	1 Dr.	
53	ARALVOIMOZHI	-DO-	15.10.93	RENT	1 Dr.	
54	NITHIRAIVILAI	-DO-	01.09.99	RENT	3 Dr.	
55	EDAICODE	-DO-	01.09.99	RENT	3 Dr.	
56	KUZHITHURAI	-DO-	01.09.99	RENT	3 Dr.	

## ESI SCHEME IN TAMIL NADU

## REGION-WISE, DISPENSARY-WISE ESI DISPENSARIES WITH BUILDING STATUS, DATE OF OPENING, INSURED PERSONS AND ATTENDANCE PARTICULARS

## COIMBAOTRE REGION

SL.NO.	NAME OF THE DISPENSARY	DISRTRICT	DATE OF OPENING	BUILDING	NO.OF DOCTORS	REMARKS
1	AVINASHI	COIMBATORE	01.10.95	RENT	1 Dr.	
2	CHINNIAYAMPALAYAM	-DO-	01.02.87	RENT	2 Dr.	
3	COIMBATORE (MOBILE)	-DO-	01.12.62	OWN	1 Dr.	
4	GANAPATHY	-DO-	12.04.69	RENT	3 Dr.	
5	IRUGUR	-DO-	12.04.69	RENT	2 Dr.	
6	KARAMADAI	-DO-	23.03.75	RENT	2 Dr.	
7	KATTOOR I	-DO-	12.04.69	OWN	3 Dr.	
8	KATTOOR II	-DO-	12.04.69	OWN	2 Dr.	
9	KUNIAMUTHUR	-DO-	12.04.69	RENT	3 Dr.	
10	MADATHUKULAM	-DO-	01.12.89	RENT	1 Dr.	
11	MADHUKARAI	-DO-	29.01.72	RENT	2 Dr.	
12	METTUPALYAM	-DO-	30.06.63	RENT	2 Dr.	
13	NALLATIPALAYAM	-DO-	01.12.02	RENT	1 Dr.	
14	NARANAPURAM	-DO-	01.10.95	RENT	1 Dr.	
15	ONDIPUTHUR	-DO-	23.01.55	OWN	5 Dr.	
16	OTHAKKALMANDAPAM	-DO-	29.01.72	RENT	2 Dr.	
17	PALLADAM	-DO-	30.08.68	RENT	4 Dr.	
18	PAPPANAICKENPALAYAM	-DO-	12.04.69	RENT	2 Dr.	
19	PEELAMEDU	-DO-	12.04.69	RENT	4 Dr.	
20	PERIANAICKENPALAYAM	-DO-	12.04.69	RENT	2 Dr.	
21	PETHAPPAMPATTI	-DO-	12.05.85	RENT	4 Dr.	
22	POLLACHI	-DO-	30.12.62	OWN	2 Dr.	
23	POTHANUR	-DO-	12.04.69	RENT	2 Dr.	
24	RAJA STREET	-DO-	12.04.69	RENT	3 Dr.	
25	RAMANATHAPURAM	-DO-	12.04.69	RENT	3 Dr.	
26	SINGANALLUR	-DO-	23.01.55	OWN	4 Dr.	
27	SOMANUR	-DO-	29.01.72	RENT	1 Dr.	
28	SOWRIPALAYAM	-DO-	23.01.55	OWN	3 Dr.	
29	SULUR	-DO-	12.04.69	RENT	2 Dr.	
30	THUDIALUR	-DO-	12.04.69	OWN	4 Dr.	
31	TIRUPPUR I	-DO-	30.11.58	OWN	2 Dr.	
32	TIRUPPUR II	-DO-	30.11.58	RENT	2 Dr.	
33	UDUMALPET (MOBILE)	-DO-	30.11.58	OWN	2 Dr.	
34	UDUMALPET (STATIC)	-DO-	30.11.58	OWN	3 Dr.	
35	UPPLIPALAYAM	-DO-	23.01.55	OWN	2 Dr.	
36	VELLALORE	-DO-	23.01.55	OWN	2 Dr.	
37	UDHAGAMANDALAM	THE NILGIRIS	16.09.91	RENT	2 Dr.	
38	DHARAPURAM	ERODE	16.01.91	RENT	1 Dr.	

## ESI SCHEME IN TAMIL NADU

## REGION-WISE, DISPENSARY-WISE ESI DISPENSARIES WITH BUILDING STATUS, DATE OF OPENING, INSURED PERSONS AND ATTENDANCE PARTICULARS

## SALEM REGION

SL.NO.	NAME OF THE DISPENSARY	DISRTRICT	DATE OF OPENING	BUILDING	NO.OF DOCTORS	REMARKS
1	ATTHUR	SALEM	23.03.75	RENT	1 Dr.	
2	KUMARAPALAYAM	-DO-	03.05.83	RENT	2 Dr.	
3	KUNOOR	-DO-	29.05.71	RENT	2 Dr.	
4	SANKARI	-DO-	21.10.79	RENT	1 Dr.	
5	SALEM (MOBILE)	-DO-	30.11.58	RENT	1 Dr.	
6	SALEM (STATIC)	-DO-	30.11.58	RENT	3 Dr.	
7	SEELANAICKENPATTI	-DO-	27.03.83	RENT	2 Dr.	
8	METTUR DAM (LOWER)	-DO-	30.11.58	OWN	1 Dr.	
9	METTUR DAM (UPPER)	-DO-	06.04.60	OWN	2 Dr.	
10	AMMAPET	-DO-	10.02.89	RENT	1 Dr.	
11	ELLAMPILLAI	-DO-	01.07.96	RENT	1 Dr.	
12	PALLIPAYAM	NAMAKKAL	28.04.68	OWN	1 Dr.	
13	TIRUCHENCODE	-DO-	23.03.75	RENT	2 Dr.	
14	RASIPURAM	-DO-	01.02.02	RENT	1 Dr.	
15	NAMAKKAL	-DO-	10.10.02	RENT	1 Dr.	
16	ERODE	ERODE	30.12.62	RENT	2 Dr.	
17	PERUNTHURAI	-DO-	01.12.00	RENT	2 Dr.	
18	CHENNIMALAI	-DO-	01.06.02	RENT	1 Dr.	
19	ARAKKONAM	VELLORE	21.10.79	RENT	1 Dr.	
20	AMBUR	-DO-	23.03.75	RENT	4 Dr.	
21	GUDIYATHAM	-DO-	30.03.63	RENT	2 Dr.	
22	PERNAMPET	-DO-	01.04.85	RENT	1 Dr.	
23	RANIPET	-DO-	27.11.76	OWN	3 Dr.	
24	VANIAMBADI	-DO-	23.02.63	OWN	2 Dr.	
25	VELLORE	-DO-	25.01.64	RENT	3 Dr.	
26	MELVISHARAM	-DO-	16.01.64	RENT	1 Dr.	
27	SHOLINGAR	-DO-	01.03.02	RENT	1 Dr.	
28	E.I.D.PARRY (I) LTD.RANIPET	-DO-	01.04.65 *	OWN	1 Dr.	
29	ARANI	T.V.MALAI	25.01.69	RENT	2 Dr.	
30	HOSUR	KRISHNAGIRI	10.02.84	OWN	3 Dr.	
31	KRISHANAGIRI	-DO-	01.03.90	RENT	1 Dr.	
32	BAGALUR	DHARMAPURI	01.12.00	RENT	1 Dr.	
33	DHARMAPURI	-DO-	15.09.95	RENT	1 Dr.	
34	TRICHY (STATIC)	TRICHY	29.01.61	OWN	5 Dr.	
35	TRICHY (MOBILE)	-DO-	29.01.61	OWN	1 Dr.	
36	RAMJEENAGAR	-DO-	29.01.71	OWN	1 Dr.	
37	VIRALIMALAI	-DO-	13.01.90	RENT	1 Dr.	
38	MALAIKOILUR	-DO-	16.01.91	RENT	1 Dr.	
39	MATHUR	-DO-	01.11.00	RENT	1 Dr.	
40	DALMIA CEMENTS (B) LTD *	-DO-	24.08.65	OWN	2 Dr.	
41	MANAPARAI	KARUR	26.06.71	OWN	1 Dr.	

42	KARUR	-DO-	23.03.75	RENT	1 Dr.	
43	PULIYUR	-DO-	15.12.76	OWN	1 Dr.	
44	THOVAKKUDI	PERAMBALUR	30.06.71	OWN	2 Dr.	
45	PUDUKOTTAI	PUDUKKOTTAI	01.07.62	RENT	1 Dr.	
46	CAUVERINAGAR	-DO-	01.01.01**	OWN	1 Dr.	
47	THANJAVUR	THANJAVUR	21.10.79	RENT	2 Dr.	
48	KUMBAKONAM	-DO-	31.03.62	OWN	2 Dr.	
49	NAGOOR	NAGAPATTINAM	25.01.64	RENT	1 Dr.	
50	MANALMEDU	-DO-	16.03.91	RENT	1 Dr.	
51	MYLADUTHURAI	-DO-	16.02.95	RENT	1 Dr.	
52	NELLIKUPPAM	CUDDALORE	01.11.70	RENT	2 Dr.	
53	VADALUR	-DO-	01.11.70	RENT	1 Dr.	
54	CUDDALORE	-DO-	01.02.02	RENT	2 Dr.	
55	VANUR	VILUPURAM	01.08.02	RENT	1 Dr.	

<b>ESI SCHEME IN TAMIL NADU</b>							
<b>DETAILS OF ESI HOSPITALS WITH BEDS,STAFF STRENGTH,ETC.,</b>							
<b>SL.NO.</b>	<b>NAME OF THE ESI HOSPITAL</b>	<b>DATE OF OPENING</b>	<b>NO.OF BEDS SANCTIONED</b>	<b>NO.OF DOCTORS</b>	<b>NO. OF PARA MEDICAL STAFF</b>	<b>OTHER STAFF</b>	<b>TOTAL STAFF</b>
1	AYANAVARAM	01.04.1962	616	63	332	311	706
2	COIMBATORE	31.08.1970	506	56	204	224	484
3	MADURAI	13.04.1971	209	18	68	102	188
4	VELLORE	16.02.1981	50	10	22	39	71
5	SIVAKASI	10.10.1987	100	16	33	46	95
6	SALEM	17.10.1988	50	17	44	45	106
7	HOSUR	19.02.1995	50	13	23	27	63
8	TRICHY	19.03.1999	50	14	17	20	51
9	K.K.NAGAR CENNAI-78*	1.05.1979	(330)				
	TOTAL		1631				

**Note: - \* functioning under the control of ESI Corporation New Delhi**



**CHAPTER – 18**

**(MANUAL -17)**

**Other useful information**