



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
आई.एस.ओ. 9001:2015 द्वारा प्रमाणित
Certified with ISO 9001:2015



निदेशालय (चिकित्सा) दिल्ली
DIRECTORATE (MEDICAL) DELHI
क.रा.बी.नि. औषधालय सह निदान केन्द्र परिसर, मयूर विहार
फेज-1, नई दिल्ली- 110091
ESIC DISPENSARY-CUM- DIAGNOSTIC CENTRE COMPLEX,
MAYUR VIHAR PHASE-I, NEW DELHI- 110091
E-mail ID: dir-med.dl@esic.nic.in

F.no.-DMA-20/11/Misc/2024 E-II(M) P-1

Date : 10.2025

CIRCULAR

Subject: Timely Submission of Examination Intimations

Reference is invited to Admin-2, Regional Office Delhi Circular No. 111-Z-17/12/1/Misc./19/Admn-2 dated 19.01.2021 (copy attached), which provides guidelines regarding the intimation of Examination NOCs for compliance.

It has been observed that NOC/intimations for examinations are often received at this office at a delayed stage, causing inconvenience in processing and issuance of No Objection Certificates (NOCs) or permissions.

All examination intimations must therefore be submitted to this office within **15 (fifteen) days** of applying for the examination. Failure to comply with this timeline may result in the NOC/intimation not being issued or recommended.

All IMO In-charges and Immediate Controlling Officers are directed to adhere strictly to these instructions to avoid last-minute requests and ensure smooth processing of examination-related matters.

This circular is issued with the approval of **Director (Medical), Delhi**.

Encl.: As above.

ASSISTANT DIRECTOR (ADMN.)

Copy to:

1. All Dispensary In-charges under Directorate (Medical), Delhi — for strict compliance and necessary action.
2. All Administrative / Accounts Officers — for ensuring updation and record verification.
3. All employees of Directorate (Medical), Delhi (DMD) — through their respective Controlling Offices, for strict compliance.
4. Director (Medical), Delhi — for kind information.
5. Joint Director, DMD — for necessary information.
6. The IT Cell — for facilitating online up-dation and record synchronization.
7. Rajbhasha Shakha, DMD — for translation of the circular into Hindi.
8. Website Content Manager, DMD — for uploading the circular on the official

website.

9. Office Copy / Circular File.