



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



क.रा.बी.नि. आदर्श अस्पताल एवं व्यवसाय जन्य रोग केंद्र
कांदिवली पूर्व, आकुरली रोड ठाकुर हाउस के पास मुंबई-400101.
ESIC Model Hospital Cum Occupational Disease Centre
Kandivali East, Akurli Road, Near Thakur House Mumbai-400101.
Phone: 022-20891443 Email: ms-andheri@esic.nic.in
Website: www.esic.nic.in / www.esic.in

F.No. EMHA/Mumbai/Admin/Work Allotment/2013

Date: 03-07-2025

OFFICE ORDER NO. 311(A) of 2025

The competent authority has ordered the posting/work allocation of Joint Director/Deputy Director at ESIC Hospital and Medical College, Andheri in following manner for smooth functioning of various administrative branches w.e.f. 07.07.2025.

Sr.No.	Branch	Alloted to	Link Officer I	Link Officer II
1	Administration, CPIO, Public Grievance Officer	Shri Dewanshu Raj (JD)	Shri Rajeev Kumar(DD)	Shri Dipak Bawisane(DD)
2	Legal, Public Relation	Shri P. K. Singh(JD)	Shri Dewanshu Raj (JD)	Shri Bipin Kumar(DD)
3	Academic Cell/Dean Office	Shri Bipin Kumar(DD)	Shri Dipak Bawisane(DD)	Shri Rajeev Kumar(DD)
4	Recruitment, Vigilance, Construction	Shri Bipin Kumar(DD)	Shri Dipak Bawisane(DD)	Shri Rajeev Kumar(DD)
5	General	Shri Rajeev Kumar(DD)	Shri Dipak Bawisane(DD)	Smt. Sushila Dahiya(DD)
6	CRI	Smt. Sushila Dahiya(DD)	Shri Rajeev Kumar(DD)	Shri Dipak Bawisane(DD)
7	Rajbhasha	Shri Rajeev Kumar(DD)	Smt. Sushila Dahiya(DD)	Shri Dipak Bawisane(DD)
8	Finance and Accounts, Coordination	Shri Dipak Bawisane(DD)	Shri Rajeev Kumar(DD)	Shri Bipin Kumar(DD)

2. The seating arrangement of Branch officers will be as under.

Sr.No.	Name of the officer	Room No.
1.	Shri Dewanshu Raj (JD)	5013, 5 th Floor Kandivali Office
2.	Shri P. K. Singh(JD)	2014, 2 nd Floor, Andheri Office
3.	Shri Rajeev Kumar(DD)	5026, 5 th Floor Kandivali Office
4.	Shri Bipin Kumar(DD)	2021, 2 nd Floor, Andheri Office
5.	Shri Dipak Bawisane(DD)	5010, 5 th Floor Kandivali Office
6.	Smt. Sushila Dahiya(DD)	5012, 5 th Floor Kandivali Office

3. The service matters of the all teaching faculties(Regular/Contractual) including vigilance/confidential matters will be dealt by the Dean office. The flow of file movement for Medical college/Dean office files will be OS(Dean Office)--->DD(Dean Office)-----> Dean. For rest of the branches the flow of file movement will be OS ----> DD--->MS---> Dean.

4. This issues with the approval of Dean.

Deputy Director(Admin)

Copy to:

1. Person concerned.
2. Additional Commissioner& Regional Director, ESIC R.O. Mumbai.
3. All HODs/Controlling Officer/Dept. in charges of ESIC MC & Hospital, Andheri.
4. All Branches of of ESIC MC & Hospital, Andheri.
5. IT Manager, with request to upload on website.
6. Dean Office, ESIC MC & Hospital, Andheri.
7. Personal File.
8. Guard File.