



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



मुख्यालय  
Headquarters'  
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002  
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W-17/11/LandEncroachment-Policymatters/2024-PMD

27-11-2024

To,

Regional Directors,	Deans	Medical Superintendents	Directorate (Medical) Delhi/ Noida	SRO In-charges
Regional Offices, ESIC	ESIC Medical Colleges & Hospitals	ESIC Hospitals	ESI Corporation	Sub Regional Offices ESI Corporation

**Subject: SOP for handling of Encroachment of ESIC Properties/ Land parcels /Buildings-reg.**

Madam/Sir,

It is to inform that Ministry has taken very serious view of the encroachments at ESIC Properties/Land Parcels/Buildings and directed that an SOP should be formulated and a dedicated team should be constituted for removal of encroachments at Regional Level.

Accordingly, a team consisting of the following members may be constituted at the respective Regional Offices as below:

1. Respective Regional Director (Estate Officer)
2. Deputy Director / Assistant Director (Fin.) of the Regional Office
3. Senior most engineer posted in the region

It is requested to take further necessary action and submit periodical reports as per the SOP enclosed.

This issues with the approval of Director General.

Yours faithfully,

Enclosure: SOP for handling of encroachments.

**(S. S. Mandal)**  
**Lt. Col.**  
**Chief Engineer**

Copy to: PPS to all Zonal IC's / MCs for information please.

