


8/C

<p>ईस्टर्न कोलफील्ड्स लिमिटेड मुख्य सतर्कता अधिकारी का कार्यालय बराचक हाउस, पोस्ट: सीतारामपुर, जिला: बर्धमान, पिन-713359 (प.ब.) सी.आई.एन U10101WB1975GOI030295 वेबसाइट - www.easterncoal.gov.in</p>		<p>Eastern Coalfields Limited Office of the Chief Vigilance Officer Barachak House, P.O. Sitarampur, Dist: Burdwan, PIN - 713359 (W.B.) CIN - U10101WB1975GOI030295 Website - <a href="http://www.easterncoal.gov.in">www.easterncoal.gov.in</a> Telefax: 0341 - 2250360 E-mail: <a href="mailto:cvoecl@gmail.com">cvoecl@gmail.com</a></p>
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REF.No.: ECL/VIG/GM /System Improvement/2019 / 1224

Dated: 20.07.2019

To  
The CMS (I/C),  
Eastern Coalfields Limited, HQ.

**Subject: Implementation of System Improvement Proposal as approved by the CMD, ECL for functioning of dispensaries in different areas of ECL.**

Dear Sir,

Enclosed herewith Proposal for System Improvement, duly approved by the CMD, ECL, in respect of functioning of dispensaries in different areas of ECL.

It is being requested to implement the same in all the dispensaries in different areas of ECL.

**Encl:** Copy of approved Proposal(03 Pages).

Yours faithfully,

  
General Manager (Vigilance)  
Eastern Coalfields Limited

Proposal for system improvement in functioning of Dispensaries in different Areas of ECL.

Annexure 'A'

Sl No.	Irregularities	Proposed System Improvement.	Remarks
1	It is observed that few dispensaries and Area Hospitals are attending very less patient. These are being utilized as either PME-Center or for Sick-Fit registration.	These non-functioning dispensaries may be merged with other adjacent functioning dispensaries or Area Hospitals for proper utilization of existing manpower so that proper distribution of Doctors and Para Medical Staffs in functioning dispensaries may be done to run it smoothly for providing better coverage and medical services to the patients.	The re-organisation of dispensary within Area may be deliberated in the Area JCC keeping in view the statutory provisions. After consensus and meeting statutory requirement the same system improvement may be considered. As per Chapter-V, Sec. 21 (5) of Mines Act, 1952..... In every mine wherein more than one hundred and fifty persons are employed there shall be provided and maintained a First-Aid room of such size with such equipments and in the charge of such medical & nursing staff as may be prescribed.
2	In most of dispensaries there was no definite time schedule for availability of Doctors during OPD hours. The concerned Doctors used to attend the dispensaries according to their own choice and without any proper intimation to the HOD of the particular Area/Colliery.	In consultation with local management (HOD/Area) and JCC members, specific day and time schedule of availability of concerned doctor should be fixed and be intimated to employees by displaying a board in front of each colliery dispensary.	The proposed system improvement may be agreed after discussion in the Area JCC. However, alternative arrangement of posting of Doctors as per schedule, so agreed, to be displayed in case of leave or exigencies of Doctors.

*K. S. Singh*  
18/10/19

Sr. Manager(Personnel)IR

3	<p>Some of the dispensaries concerned Pharmacist used to attend the patients during OPD hours as well as in odd hours also. The concerned clerk/dresser used to provide medical services to patients in minor as well as severe cases also. Those paramedical staff/clerk, directly refers the patients to higher hospitals.</p> <p>In addition to the medical service to patients, the concerned clerk/dresser/pharmacist issues sick/fit certificates to the employees. In one dispensary it was also observed that the sick/fit certificates to the employees are being issued without the signature of concerned Medical Officer.</p>	<ol style="list-style-type: none"> <li>1. Decision regarding sick/fit must be taken by Medical Officer only and accordingly sick/fit certificates should be issued by the concerned medical officer.</li> <li>2. In case, if the concerned Medical Officer is not available as in exceptional case (leave/engaged in other job etc.), for such cases employees who require sick/fit certificate may be referred to other Doctor of adjacent Dispensary/Area Hospital.</li> </ol> <p>Issuance of sick/fit certificates without Doctor's signatures should be considered as major irregularity and should be dealt accordingly.</p>	<ol style="list-style-type: none"> <li>1. Suggested system improvement may be agreed.</li> <li>2. Substitute Doctor may be posted instead of movement of employees to other dispensaries.</li> </ol>
4	<p>Blank sick/fit certificates with Doctor's signatures were kept under the custody of the concerned pharmacist in the dispensary as observed in one colliery dispensary.</p>	<p>Blank sick/fit certificate with Doctor's signatures should be considered as major irregularity and should be dealt accordingly.</p>	<p>May be agreed.</p>
5	<p>Some of the colliery dispensaries are not maintaining register for proper recording of sick/fit on daily basis. There is no system of sending the total number of sick/fit to the nearby Colliery or Area management daily.</p>	<ol style="list-style-type: none"> <li>1. Total sick/fit information per day should be intimated to the nearest Colliery/Area on same day (if possible) or the very next day for information to concerned management.</li> <li>2. Maximum period of sickness, issued from unit level by concerned medical officer must be uniform and should be strictly followed. Beyond that limit, patient has to be referred to Area Hospital/Central Hospitals of ECL for further treatment/admission, if required (depending on the severity of patient's condition) and for continuation of period of sickness.</li> </ol>	<ol style="list-style-type: none"> <li>1. May be agreed.</li> <li>2. Maximum period of sickness allowed by unit may be restricted to 07 days. The other suggested system improvement may be agreed.</li> </ol>

  
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6	<p>In most of the dispensaries, it is observed that the medical cards/health cards, issued in favour of the employee or his/her dependent are not being utilized at all for the prescription writing or for entry of sick/fit.</p>	<p>Photo medical cards/health cards issued in favour of employees or his/her dependents should be properly utilized for prescription writing and for entry of sick/fit by concerned Medical Officer.</p>	<p>May be agreed.</p>
7	<p>Delay re-imburement of medical bills as submitted by the employees.</p>	<p>Medical re-imburement bills submitted by the employees should be entered in register where serial number and date must be mentioned in addition to name, designation, U.Man No., amount claimed etc. and the concerned employees should provided with that particular serial number and date for proper follow up. It has to be kept under the custody of one dealing assistance with authorized alternative arrangement so that the system should not hamper in absence of dealing assistance.</p>	<p>May be agreed.</p>

*Handwritten signature*  
7/8/15

Sr. Manager(Personnel)IR