



क.रा.बी.नि.  
ESIC

कामगार राज्य बीमा महामंडळ  
(अस व रोजगार मंत्रालय, भारत सरकार)  
कर्मचारी राज्य बीमा निगम  
(अस एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION



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Date : 08/7/2025

## Office Memorandum

**Sub.:** Setting up of Quality Circle.

In pursuance to Headquarters Office Memorandum No. Z-11/12/1/Misc. Matter/2024-MSU-Part (3) dated- 20.03.2025, pertaining to setting up of Quality Circle at ESIC Field Units for quality improvement, accordingly Quality Circle is formed with following members –

- |  |                        |
|--|------------------------|
| 1. Shri Swapnil Patil, DD (Admn.)            | : Leader-Nodal Officer |
| 2. Shri Santosh Kumar, AD (Rev.)             | : Convenor             |
| 3. Shri Amar Krishna Swamy Kale, AD (Recov.) | : Member               |
| 4. Shri Sunil Kumar Singh, AD (Genl.)        | : Member               |
| 5. Shri Hemant S. Barde, AD (Bft.)           | : Member               |
| 6. Shri Dhananjay Hedau, OS (Admn.)          | : Co-ordinator         |

In terms of aforementioned Circular, the Quality Circle will identify problems and/or areas needing improvement, analyse root cause of the problems, formulate effective solution/s through discussions, implement the solutions effectively in a time bound manner, review and evaluate the outcomes and initiate course corrections, if necessary, record and document the entire process so that the same can be used as a tool (with modifications, wherever and if necessary) across departments within the organization to improve the quality of services. The outcome of QC implementation should be reported on monthly basis.

This issues with the approval of Competent Authority.

  
Asst. Director (Co-ordn.)

To –

1. All concerned.
2. Regional Director (I/c), R.O. Mumbai.
3. All Branch Officers at Sub Regional Office Nagpur.
4. All SSO's/OS/BM's at Sub Sub Regional Office Nagpur.
5. All Branch Offices/DCBO's/Pay offices at SRO Nagpur.
6. Website Content Manager SRO Nagpur.