

**PROFORMA FOR COLLECTION OF INFORMATION WITH REGARD TO THE  
FUNCTIONING OF ESI HOSPITAL**

(TO BE FILLED BY MEDICAL SUPERINTENDENT'S OFFICES)

Name and Address of ESI Hospital

Date and Time of Inspection

Name of Inspecting Officer

Name of Medical Superintendent

Telephone Nos of M.S.

Office.....

Residence.....

**No. of Beds**

- a. Sanctioned
- b. Constructed
- c. Hospital commissioned date
- d. Beds commissioned dates

**No. of dispensaries/IPs attached**

Total No. of admission from 1st April

Total No. of discharges from 1st April

**Average occupancy of beds per day**

- a. During last year
- b. During last quarter
- c. Since last April

Occupied bed days for the year ended 31<sup>st</sup> March

Average duration of stay

**Distribution of commissioned beds**

	Male	Female	Total
1. Medicine			
2. Surgery			
3. TB and C.D.			
4. Obstetrics and Gynaecology			
5. Paediatrics			
6. Eye			

7. ENT
8. Skin and STD
9. Orthopaedics
10. Dental
11. Casualty
12. Other pooled beds

**Grand Total**

Staff position as on.....

<u>Sl. No.</u>	<u>Designation</u>	<u>Admissible as per norms</u>	<u>Sanction</u>	<u>In position</u>	<u>Remarks</u>
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**Medical**

1. Medical Superintendent
2. Deputy M.S./RMO
3. Specialists
4. G.D.M.Os
  - a. With P.G.
  - b. Without P.G.
  - c. Dentist

**Nursing Staff**

1. Matron
2. Deputy Matron
3. Assistant Matron/Nursing Sister
4. Staff Nurse
5. ANM/LHV

**Para Medical Staff**

Pharmacists

Technician

- ECG
- X-ray
- Lab
- O.T.
- Plaster
- Refractionist
- Dental
- Other

**Total**

Assistant  
O.T. Assistant  
X-ray Assistant  
Lab Assistant  
Others

**Total**

**Other para medical staff  
(please Specify)**

**Office Staff**

P. Secretary  
Office Superintendent  
Others (please specify)  
Class IV Staff

**Ambulance Staff**

Drivers  
Cleaner/Stretchor bearer

**Kitchen Staff**

Dietician  
Assistant Dietician  
Head Cook  
Assistant Cook  
Masalchi

**Part time Staff**

Any additional requirement of staff with justification

**Annual budget**

Budget for previous year

Budget for current year

Details of budget under different heads and expenditure till date

- a.
- b.
- c.
- d.
- e.

Cost per diet  
Cost per bed per day  
Cost per km of ambulance service  
Specialty services available

Full time/pat time/tie up

Facilities available under alternative system of medicine

(Ayurveda, Homeopathy, Siddha., Unani, Yoga therapy etc.,)

Signature of M.S.