



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



उप क्षेत्रीय कार्यालय, ब्यारकपुर  
जि.बी. ब्लॉक, प्लॉट-6, सेक्टर-III, सॉल्ट लेक, कोलकाता-700097  
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SUB-REGIONAL OFFICE, BARRACKPORE  
GB. BLOCK, PLOT-6, SECTOR-III, SALT LAKE, KOLKATA-700097  
Phone: 033-2335 1952-55, FAX-2335-1956, (ISO 9001:2015 Certified)  
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No.: I-17011/2/2023-CASH

दिनांक/ Date: 27-05-2025

## परिपत्र CIRCULAR

विषय: उप-क्षेत्रीय कार्यालय, बैरकपुर के सभी अधिकारियों/कर्मचारियों के लिए दिनांक 04/06/2025 को ऑनलाइन साइबर सुरक्षा जागरूकता सत्र-बाबत ।

Subject: Online Cyber Security Awareness Session on 04.06.2025 for all Officers/ Officials of Sub-Regional Office, Barrackpore- Reg.

उपर्युक्त विषय के संबंध में निगम मुख्यालय का परिपत्र संख्या I-17012/1/2022-ICT दिनांक 02.05.2025 के अनुसरण में, एतद्वारा सूचित किया जाता है कि साइबर हमलों, साइबर धोखाधड़ी आदि के बारे में जागरूकता बढ़ाने और इंटरनेट उपयोगकर्ताओं को संवेदनशील बनाने के उद्देश्य से दिनांक 04/06/2025 को क.रा.बी निगम मुख्यालय द्वारा एक ऑनलाइन साइबर सुरक्षा जागरूकता सत्र आयोजित किया जाएगा।

Pursuant to the ESIC Hqrs' Circular No. I-17012/1/2022-ICT dated 02-05-2025 regarding the above mentioned subject, it is hereby informed that an online Cyber Security Awareness session will be organized by ESIC Hqrs on 04-06-2025 with the objective to enhance awareness and sensitize internet users about cyber-attacks, cyber frauds etc.

इस ऑनलाइन कार्यशाला/सत्र में सभी अधिकारियों एवं कर्मिकों को निम्नानुसार भाग लेने का अनुरोध किया जाता है:

In this online workshop/session, all the Officers and Officials are requested to participate in the following manner:

1. उप क्षेत्रीय कार्यालय भवन में उपस्थित अधिकारियों एवं कर्मिकों से कार्यशाला में भाग लेने का अनुरोध किया जाता है, जो क.रा.बी. निगम, उप क्षेत्रीय कार्यालय बैरकपुर के सम्मेलन कक्ष, द्वितीय तल पर व्यवस्थित की जाएगी।

**Officers and Officials**

**present at SRO Building** are requested to participate in the workshop which will be arranged at the Conference Room, 2nd floor of ESIC Sub Regional Office Barrackpore.

2. प्रत्येक शाखा कार्यालय के कर्मिकों से अनुरोध है कि वे प्रत्येक कार्यालय के लिए एक ही निर्दिष्ट सिस्टम/लिंक का उपयोग करके कार्यशाला में शामिल हों। तदनुसार, उप क्षेत्रीय कार्यालय बैरकपुर के अधिकार क्षेत्र के अंतर्गत सभी 18 शाखा कार्यालय भागीदारी के लिए कुल 18 लिंक का उपयोग करेंगे।

**Officials at each Branch**

**Office** are requested to join the workshop using a single designated system/link per office. Accordingly, all 18 Branch Offices under the jurisdiction of SRO Barrackpore will utilize a total of 18 links for participation.

यह व्यवस्था निगम मुख्यालय के निर्देशों के अनुपालन में की गई है, जिसमें व्यक्तिगत लिंक की संख्या को सीमित रखते हुए अधिकतम भागीदारी सुनिश्चित करना शामिल है, जो उप-क्षेत्रीय कार्यालय, बैरकपुर के सभी अधिकारियों/कर्मिकों के लिए अनिवार्य है।

This arrangement has been made in compliance with the directives from ESIC Headquarters to limit the number of individual links while ensuring maximum participation, which is mandatory for all officers/officials of the Sub-Regional Office, Barrackpore.

कायशाला/सत्र में शामिल होने के लिए आवश्यक लिंक यथासमय उपलब्ध करा दिया जाएगा ।  
Necessary link(s) for joining the workshop/session will be provided in due course.

**सत्रोत्तर अनुपालन रिपोर्ट:** सभी शाखा अधिकारियों/कार्यालय अधीक्षकों/शाखा प्रबंधकों से अनुरोध है कि निम्नानुसार दिनांक 06.06.2025 तक एक अनुपालन रिपोर्ट प्रस्तुत करें (प्रोफार्मा सलग्न):

**Post-Session Compliance Report:** All Branch Officers/Office Superintendents/Branch Managers are requested to submit a compliance report by 06.06.2025, indicating (Proforma attached below):

- संबंधित शाखाओं/कार्यालय से प्रतिभागियों की कुल संख्या/ Total number of participants from their respective branches/office.
- अनुपस्थित व्यक्तियों की संख्या (यदि कोई हो) तथा वैध औचित्य/ Number of absentees (if any), along with valid justifications.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।  
This issues with the approval of the Competent Authority.

सादर/ Regards,

Digitally signed by

RAMESH SHAW

Date: 28-05-2025

(सहायक निदेशक/ Assistant Director)

सू. प्रौ. शाखा, उ.क्षे.का. बैरकपुर

ICT Branch, SRO Barrackpore

सेवा में/ To,

- सभी अधिकारी एवं कार्मिक, उ.क्षे.का. बैरकपुर/ All Officers and Officials of Sub-Regional Office, Barrackpore
- वेबसाइट/Website

प्रपत्र/ Proforma:

क्र. Sl. No.	अधिकारी/ कार्मिक का नाम Name of the Officer/ Official	पदनाम Designation	कर्मचारी संख्या Employee ID



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  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002  
Phone: 011-23604700 Email : dir-gen@esic.nic.in  
Website : www.esic.nic.in / www.esic.in

File No. **I-17012/1/2022-ICT**

Date: 02/05/2025

### **Circular**

#### **Subject: Online sessions on Cyber Security for all officers/officials**

Please refer to this office letter No.: I-11015/19/2021-ICT-Part (2) dated 27.08.2024 on the subject "**Adherence to Cyber Security Guidelines and Protocols**", whereby the guidelines on Information Security Practices for Government Entities issued by Indian Computer Emergency Response Team (CERT-In) were circulated to all the offices of ESIC.

2. On the request of ESIC, CERT-In has agreed to conduct a special online session for ESIC on upcoming three "**Cyber Jaagrookta (Awareness) Diwas**" i.e. on the 1st Wednesday of every month for creating awareness and sensitizing Internet users on cyber-attacks, cyber frauds etc. We are expected to do the necessary arrangements so that we can cover all our employees in 3 upcoming sessions.

3. Accordingly, all field offices are hereby directed to participate in the mandatory online sessions on Cyber Security scheduled to be conducted over the next three months for our organization. This workshop is designed to equip all officers/officials with the necessary skills and knowledge to safeguard the sensitive data and ensure safe practices in the digital environment. Link of the live workshop would be shared in due course of time.

4. The key details of the workshop zone-wise is as follows-

S. No.	Mode of workshop	Month	Date	Zone
1.	Online workshop- live session only	May	07.05.2025	North Zone, South Zone
2.	Online workshop- live session only	June	04.06.2025	West Zone, East Zone & North East Zone
3	Online workshop- live session only	July	02.07.2025	Remaining officers/employees of all five zones.

5. In this regard, the following actions need to be ensured:

- Only limited count of links/connections (300) are allowed per session for ESIC. Hence, all Head of offices/ In-charges are requested to nominate batches of officials who can attend the online sessions together so that the maximum number of officials are able to attend the session with the

minimum number of links for the online session.

- b. Head of location/ in-charges are requested to submit compliance report along with Total number of officers/officials in position, Total number of officers/officials who have attended the workshop and the total remaining officers/officials who have not attended the workshop. Also, please submit the details of the officers/officials who have attended the workshop in the prescribed proforma in excel sheet to the email id – ‘ad-ict@esic.nic.in’.

6. All Head of the offices/ In-charges of ESIC Offices are requested to ensure the participation of all officers/officials working in their jurisdiction to attend the workshop at least once as per schedule since it is mandatory for all officers/officials of ESIC.

This issues with the approval of Competent Authority.

Your faithfully,

(Mohit Kumar)  
Deputy Director (ICT)

To,

1. Zonal Insurance Commissioner(s)/ Zonal Medical Commissioner(s)
2. Regional Director(s)/Director(s)(I/C)/ Jt. Director(s)(I/C) of all ROs/SROs
3. Medical Superintendent(s) of all ESIC Medical Hospitals
4. D(M)Delhi/ D(M)Noida/ Director NTA
5. Dean(s), all ESIC Medical Colleges and Hospitals
6. Website Content Manager for uploading on website.

Performa:

S. No.	Name of the officer/ official	Designation	Employee ID

Digitally signed by  
Mohit Kumar  
Date: 02-05-2025  
10:48:13