



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



मुख्यालय
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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