



**Headquarters Office**  
**Employees State Insurance Corporation**

(ISO 9001-2008 certified)  
Panchdeep Bhawan, CIG Road, New Delhi-110002  
Website - www.esic.nic.in

No. Z-11/13/1/2010-PR

Dated : 24<sup>th</sup> Dec., 2010

**CIRCULAR**

**Subject : Website Contents Management of ESIC.**

The Director General has approved that Shri Pranava Kumar, Asst. Dir. (Spl. Cell) will also work as Website Contents Manager for ESIC Hqrs. In this regard, the following may be noted by all concerned:-

1. Shri Pranava Kumar, Asst. Director will be required to go through the ESIC website everyday for necessary changes to be carried out. He will do this work in close coordination with the Public Relation Branch, Hqrs. Office and with the assistance of Information Systems Division.
2. All the Branches of Hqrs. Office and all the field offices of ESIC must mark one copy of all the important communications to Shri Pranava Kumar (one his e-mail ID) which are to be uploaded on the website. All transfer orders, policy circulars and instructions issued by Hqrs. Office have also to be marked to Shri Pranava Kumar, for uploading on the website.
3. Other IT related aspects of the website will continue to be supervised by Information Systems Division (ISD). ISD, Hqrs. Office is requested to create a suitable e-mail ID for the Website Contents Manager and circulate it to all our offices.

This issues with the approval of Director General and Financial Commissioner.

E-mail ID of Sh. Pranava Kumar

[ pranava.kumar@esic.in ]

  
(R.K. GAUTAM)  
**JT. DIRECTOR (PR)**

**Copy to :-**

1. PPS/PS to DG/FC/CVO/IC/MC/AC(P&A).
2. All officers of Hqrs. Office.
3. All Branches of Hqrs. Office - with request to bring the contents to the notice of all concerned.
4. All Regional Offices /Sub-Regional Offices /Divisional Offices /SSMCs /SMCs/ D(M)D/D(M)Noida - with request to bring the contents to the notice of all concerned.
5. All ESI Hospitals -- with request to bring the contents to the notice of all concerned.
6. Systems Division, ESIC Hqrs. Office.