



Headquarters
Employees' State Insurance Corporation
(ISO 9001-2000 certified)
Panchdeep Bhawan, CIG Road, New Delhi-110002
Tel No.: 011-23234092 Fax No.: 011-23234537

No.Z-11/13/01/2010-PR

Dated: 18.02.2014

CIRCULAR

Subj: Sending & Uploading the contents at ESIC Website, "www.esic.nic.in".

Some of the Regional/Sub-Regional Offices, ESIC Medical Colleges and ESIC Hospitals have published/uploaded Recruitment advertisement/Tender documents etc. having all India ramifications through their Regional Websites and Newspapers. In this connection, it has been observed that the same had not been forwarded to Hqrs.Office for uploading at ESIC information Website, www.esic.nic.in. This has also been observed that such materials are sent to Hqrs. Website much after the publication of the same in the Regional Websites/Newspapers. This has affected the uniformity in dissemination of information and hurting the image of the Corporation.

In this regard, 4(2) of RTI Act, 2005 also may also be referred which requires suo moto dissemination of as much (possible) information to the public through various means of communication including internet (which also includes organization's website), so that public have minimum resort to the use of this Act to obtain information. Further, various instructions from CVC and Guidelines for Indian Govt.Websites (GIGW) by NIC stipulate that all documents published and issued in the Public Domain by Government Departments, Ministries, State/UT Governments, Public Sector Units and Organizations must be published in their website.

Hence, you are requested to send **all such relevant materials (Recruitment/Tenders etc.) which are uploaded/published on Regional Websites/Newspapers should also be sent for uploading on Hqrs.Office Website, www.esic.nic.in simultaneously to Website Contents Manager, Shri Pranava Kumar, Dy.Director(PR) on his e-mail 'pranava.kumar@esic.in'**. In this connection, you may also refer to this office Circular of even no. dt., 24.12.2010 on the above cited subject (copy enclosed). Further, it is also requested that the material should be sent in a suitable format (PDF) along with a forwarding letter for uploading in the Website to avoid any discrepancy.

This issues with the approval of Insurance Commissioner (PR).


(R.K.Gautam)
Jt. Director(PR)
**E-mail : rk.gautam@esic.in,
ratneshgautam6@gmail.com**

Encl : As above.

Copy to :

1. All RDs/Directors/JDs(I/c)/ ROs/SROs/DO
2. All Medical Supdts., ESIC/ESIS Hospitals
3. All Deans, ESIC PGIMSRs/Dental College
4. All SSMCs/SMCs
5. D(M)D/D(M)N/NTA
6. All Branch Officers/Branches, Hqrs.office
7. Website Contents Manager for uploading the ESIC website.
8. Rajbhasha Shakha for Hindi translation.
9. Guard File (PR Branch).

वेबसाइट की विषय-सूची का प्रबन्धन.....
Website Contents Management.....
आयरी सं./Diary No..... 280
दिनांक/Date..... 18/2/2014



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 : 24th 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]

24.12.10
(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.