



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



मुख्यालय/Headquarters

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फाईल संख्या: E-13/14/01/2025-PR

दिनांक 27 फरवरी, 2025

## परिपत्र

**Sub: Observance of 74<sup>th</sup> 'ESIC Foundation Day' & 'Special Services Fortnight' 24<sup>th</sup> February, 2025 to 10<sup>th</sup> March, 2025-reg.**

As you are aware that ESIC is observing **74<sup>th</sup> 'Foundation Day' & 'Special Services Fortnight'** from **24<sup>th</sup> February, 2025 to 10<sup>th</sup> March, 2025**.

The details of activities has been already circulated vide this office circular of even no. dated 31.01.2025. All the Field Offices/Medical Institutions are requested to work out a detailed programme of special activities keeping in view the beneficiary related needs of their area and use the event as a tool to further promote the popularity and acceptability of the Scheme. The following activities may also to be carried out: -

**A. Activities to be performed by the A.C. & R. D/R. D/Director(I/c)/ Joint Director(I/c)/Dy. Director(I/c), ROs/SROs: -**

1. Clearance of pending bills of IPs & channels partners & cash benefits in case of death/disability and third party bills.
2. Speedy Redressal of Public Grievances.
3. Cleanliness drive and weeding out.
4. Illumination of RO/SRO Building etc. (from 23<sup>rd</sup> Feb., 2025 to 10<sup>th</sup> March.,2025)

**B. Activities to be performed by M.S of ESIC/ESIS Hospitals & Dean, ESIC PGIMSRs/College: -**

1. Special drives for environmental upgradation and cleanliness of the hospital premises.
2. Speedy Redressal of all Public Grievances.
3. Clearance of pending bills of channels partners & thirty party bills.
4. Illumination of Hospital/College Building etc. during the Fortnight.

Adequate publicity materials including pamphlets/posters, brochures etc. on various aspects of the Scheme is be already made available on ESIC website '[www.esic.gov.in](http://www.esic.gov.in)' for download.

The activities undertaken by the Field Offices/Hospitals/MCHs may be updated in the prescribed google sheet (enclosed herewith) on the daily basis for submission of a report to the Competent Authority (Date-wise separate sheets are already made available in below google link, only data is to be filled as per format) and for carrying out the news/report on ESIC Social Media Handles. Further, some good quality photographs may also be sent to PR branch mail alongwith a short brief.

**([https://docs.google.com/spreadsheets/d/1APV6Rf35FD\\_OkHMR43erly4rUqZyv5H5b9-PKXYK5ts/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1APV6Rf35FD_OkHMR43erly4rUqZyv5H5b9-PKXYK5ts/edit?usp=sharing))**

The report on the activities regarding cleanliness & weeding out has to be sent to General Branch, Hqrs. Office directly.

**This issues with the approval of competent authority.**

Encl.: - Google Sheet Link as mentioned above.

*Strindhi*  
*27/02/25*

(जितेन्द्र मनोचा)

सहायक निदेशक (जनसम्पर्क)

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To

1. PPS to DG/FC/CVO for information.
2. PPS/PS to all Divisional Heads, ESIC Hqrs. /NTA, New Delhi.
3. Addl. Commissioners & Regional Director/Regional Director/Director (I/c)/Joint Director (I/c)/Dy. Director (I/c).
4. Director (M) Delhi/Noida/K.K. Nagar, Chennai.
5. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
6. All Deans of ESIC Medical/Dental/Nursing Colleges/PGIMSRs.
7. Rajbhasha Shakha for Hindi translation.
8. Website Contents Manager with the request to upload the same on ESIC website.