



कर्मचारी राज्य बीमा निगम

(कर्मचारी रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Government of India)



पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-110002

PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002

E-mail Id- eoffice-hq@esic.nic.in

**NO. ESICHQ/e-Office Cell/Implement/e-office/2022**

**Dated: 05-07-2024**

To

1. All Zonal Medical Commissioners/ Insurance Commissioners
2. All Medical Superintendents/ Deans of ESIC Hospital & Medical/Dental Colleges/Principal, Nursing Colleges
3. All Regional Directors/ Dy. Director I/c of Regional Offices/ Sub-Regional Offices/ Director E-V, ESIC HQ
4. Director (Medical) Delhi/ Director (Medical) Noida
5. National Training Academy and All Zonal Training Institutes.

**Sub : Execution of 100% official work through E-office application- Regarding**

Sir/Madam,

1. Please refer to this office letters dated 10/11/2022 and 25/01/2024 regarding above cited subject (Copies enclosed).
2. In this context, status of execution of office work through E-office at various offices of ESIC has been reviewed by the competent authority and it has been observed that many offices are still to implement 100% execution of office work through E-office and the same has been viewed seriously.
3. Director General has desired that all the offices of ESIC shall ensure 100% execution of office work through E-office. The matters requiring approval of Hqrs. shall be processed by the concerned RO /SRO / Hospital / Medical/Dental/Nursing College/D(M)D/D(M) Noida on E-file only. Whereas the matters wherein any guidance/opinion is sought from the Hqrs., the same shall be forwarded through email.
4. Similarly, all ROs/SROs/Branch Offices/Hospitals/Medical/Dental/Nursing Colleges/Dte.(M)Delhi/Dte.(M)Noida/Dispensaries shall ensure that all correspondences amongst these offices shall be through E-office only.
5. All the Heads of the offices are therefore requested to ensure that by 15<sup>th</sup> of the July, 2024, all the offices under his/her jurisdiction starts doing 100% of their official work through E-office and a compliance report in this regard be forwarded to Hqrs. by 16<sup>th</sup> of July, 2024.

**Enclosure: As above**

Yours faithfully,

Signed by Sonal Gulati

(Sonal Gulati) Date: 05/07/2024 11:48:48

**Dy. Director, Nodal Officer, E-Office**

Copy for Information:

1. PPS to DG/FC/CVO, ESIC Hqrs.
2. All Divisional Heads, ESIC Hqrs.
3. Website Content Manager for uploading on website esic.gov.in
4. Joint Director (Rajbhasha), ESIC Hqrs., New Delhi for Hindi translation.



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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

To,

1. All Medical Superintendents/ DEANs of ESIC Hospital & Medical colleges
2. All Regional Directors/ Dy. Director I/c of Regional Offices / Sub-Regional Offices / Director E-V, ESIC HQ
3. Directorate Medical Delhi / Director Medical, Noida
4. National Training Academy and All Zonal Training Institutes.

**Sub : Execution of 100% official work through E-Office- Regarding**

Sir / Madam,

Please refer to this office letter of even number dated 10-11-2022 (Copy enclosed) vide which it was directed to ensure execution of all official file works through E-Office by 31 -12-2022. The status of execution of file work through E-Office at various offices was reviewed by Director General who observed that many offices of ESIC are still to implement the full execution of file works through E-Office. In this respect, the Director General has given the following directions.

1. All Offices of ESIC shall ensure 100% execution of official file works through E-Office by 15-02-2024. Processing of physical file shall be resorted to only in exceptional emergency.
2. All RO/SROS shall ensure that all correspondence between RO/SRO and Branch Offices seeking any approval / clarification on any matter shall be routed on E-file only.
3. The matters requiring approval of HQ on any matter shall be processed by the concerned RO /SRO / Hospital / Medical College on E-file only. The matters requiring clarification from Hq on any matter shall be forwarded through email.
4. Full implementation of E-Office shall be one of the key results for the Annual Performance Appraisal of heads of RO /SROs/ ESIC Hospitals / ESIC Medical Colleges for the year 2023-2024. While submitting their Self Appraisal for the year 2023-2024, all such heads of offices shall specifically mention whether entire file work at their office is being done through E-Office or not. Similarly, the concerned Reporting Officers and Reviewing Officers shall also report / review the performance of such heads of offices after considering the status of implementation of Office at the concerned offices

This issues with the approval of competent authority.

Yours faithfully,

Signed by Nishant Kumar

Date: 25-01-2024 10:40:52

(Nishant Kumar)

Reason: Approved

**Nodal Officer, E-Office**

Copy to:

1. IC (Rev & Bft), MC (MS), MC (MA), MC (ME), with request to include the item of implementation of EOffice at RO /SRO/ESIC Hospitals/ Medical Colleges during their periodical review of field offices.
2. Establishment Branch-1 and Medical Administration Branch of ESIC HQ with request to bring the content of this letter to all Reporting Officer and Reviewing officers of all heads of RO /SRO/ESIC Hospitals/ Medical Colleges



1/9903/2022



कर्मचारी नि. ए.एस.आई.सी.

कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
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मुख्यालय/Headquarters  
पंचदीप भवन सी०आई०जी रोड ; नई दिल्ली-110002  
Panchdeep Bhawan, C.I.G. Road, New Delhi-110  
002  
Phone: 011-23234092/93/98  
Website : www.esic.nic.in / www.esic.in

To,

1. All Regional Directors/ Dy. Director I/c of Regional Offices/ Sub-Regional Offices
2. All Medical Superintendents/ DEANs, ESIC Hospital & Medical colleges
3. Directorate Medical Delhi / Director Medical Noida

**Sub : Execution of 100% file work through Eoffice in all offices of ESIC by 31-12-22**

Sir / Madam

I am to invite a reference to the subject cited and to state that implementation of Eoffice was started at ESIC HQ since July 2021. Later on the Eoffice was also implemented in field offices of ESIC in phased manner and over a period of time the training of local admins of field offices of ESIC HQ and working in efile has been conducted at all offices of ESIC. Over a period of time the employees of ESIC have got sufficient exposure of working in E Office.

Accordingly, the competent Authority has directed to ensure execution of 100% file work through E-Office in all offices of ESIC by 31-12-2022. Hence, it is requested that necessary steps to ensure execution of 100% file work through E-Office in your office may please be taken on urgent basis.

It is also intimated that E-Office application has the facility of diarising the DAKs received through email also. In addition there is a facility to send DAK from one Official to another through E-Office also (User manual attached). Therefore, the competent authority has directed that in order to expedite execution of 100% file work through E-Office and speedy disposal of Daks all written communications, shall be send to concerned officer of ESIC through email / E Office only. However such documents which cannot be sent through email / eoffice, may continue to be sent in physical form.

This issues with the approval of Competent Authority.

Signed by Nishant Kumar

Date: 10-11-2022 10:07:58

Reason: Approved

(Nishant Kumar)

Dy. Director

Nodal Officer, E-Office

To,

1. All Divisional Heads, ESIC HQ for information and necessary action.
2. All Branch Officers of ESIC HQ for information and necessary action.
3. Website Content Manager for uploading on website esic.nic.in