



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' State Insurance Corporation
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय/Headquarters
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, C.I.G. Marg, New
Delhi – 110002
Website : <https://esic.gov.in>

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Date : 26.02.2024

To

All Divisional Heads, ESIC HQ/ Insurance Commissioner (NTA)
All Addl. Commissioner & Regional Director(s)/RDs/Joint Director(s)/Deputy
Director(I/c)/SRO(I/c)
All Dean(s)/Medical Superintendent(s)/
All Director(s)/ Civil Surgeon(s)/ State Directorates
All Sub-ordinate offices through their respective Regional Offices/Sub-Regional
Offices/ State Directorate(s)

Subject: Cyber Security Guidelines and Standard Operating Procedure

Sir/Madam,

Please refer to this office letter of even No. dated 13/19.12.2022(Copy attached).
Apart from above mentioned letter, Ministry of Labour and Employment, Govt. of India has
issued Office Memorandum No. Z-20025/05/2023-IT Cell (Pt.A) dated 17.01.2024 on the
subject-“Standard Operating Procedure (SoP) on Cyber Security for Government Employees
– reg.” which, inter-alia, contains chapters on online video calls and conferencing, malware
defence related, internet connection control honey trapping and social engineering (copy
attached).

All heads of Accounting Units and heads of offices under their jurisdiction are
requested to see to it for compliance and also circulate the enclosed SoP to all concerned for
strict compliance.

COMPLIANCE

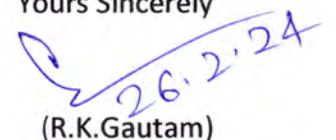
All ESIC/ESIS officers & officials, including temporary, contractual/outsourced
resources are required to strictly adhere to the guidelines and Standard Operating Procedure,
mentioned above. The above instructions are to be complied by the Regional
Heads/Institution Heads, who shall be responsible for non-implementation of the same in the
offices under their control. Any non-compliance shall be viewed seriously, and suitable action
will be taken by the Chief Information Security Officer (CISO)/Department Heads.

Compliance report to above effect along with status report regarding all devices by all
Regional Heads / Institution Heads is to be submitted immediately.

This issues with the approval of Director General.

Enclosure-As above.

Yours Sincerely


(R.K. Gautam)

Insurance Commissioner (ICT)