



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



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### Circular

#### **Subject: Instructions on Use of ESIC Email IDs for Official Purposes.**

It has come to notice that official ESIC email IDs—bearing the domains @esic.gov.in and @esic.nic.in—are being used on various third-party websites, applications, and platforms for non-official purposes. Such unauthorized usage poses significant security risks, including exposure to spam, phishing attacks, and unwarranted consumption of limited and cost-incurring storage resources.

2. In view of the above, all users are hereby instructed to use their ESIC official email IDs strictly for official communication and related activities only. Usage of these email IDs on various social media platforms, OTT sites, online shopping sites or any other non-official/third-party websites and applications is strictly prohibited—except where explicitly required for the discharge of official duties and duly authorized by the Competent Authority.

3. Users who have already registered or linked their official email IDs on such platforms are directed to immediately discontinue this practice without delay.

4. Further, no Third Party free email IDs [with domain such as yahoo.com, gmail.com, outlook.com, hotmail.com, rediffmail.com etc] is to be used for official communication. All such email IDs being used for official communications shall be discontinued immediately. Corresponding IDs with the official domain [esic.gov.in] may be created and used with immediate effect.

5. All Controlling Authorities are requested to ensure that the contents of this circular are disseminated to all concerned officials under their jurisdiction for strict compliance.

This issues with the approval of the Competent Authority.

Your faithfully,

Digitally signed by

Jai Prakash Sharma

Date: 27-08-2025

(Jai Prakash Sharma)

Joint Director (ICT)

To,

1. All Divisional Heads of ESIC Headquarters,
2. Zonal Insurance Commissioner(s)/ Zonal Medical Commissioner(s)
3. Regional Directors/Directors(I/C)/ Jt. Director(I/C) of all ROs/SROs

4. Medical Superintendents of all ESIC Medical Hospitals
5. D(M) Delhi/ D(M) Noida/ Director NTA
6. Dean, all ESIC Medical Colleges and Hospitals
7. PS/PA to DG/FC/CVO.
8. Website Content Manager for uploading on website.