



क.रा.बी.नि.
E.S.I.C

कर्मचारी राज्य वीमा निगम
(श्रम अन्न राजगार मन्त्रालय, भारत सरकार)
कर्मचारी राज्य वीमा निगम
(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE
CORPORATION
(Ministry of Labour & Employment, Govt.
of India)
Email : ms-ankleshwar.gj@esic.nic.in



क.रा.बी.नि हॉस्पिटल, अंकलेश्वर,
प्लॉट नं. H3012, 500 क्वार्टर पार्से,
अंकलेश्वर, झि. भरुच
क.रा.बी. निगम अस्पताल, प्लाट स. H3012,
500 क्वार्टर के पास, अंकलेश्वर, झि. भरुच
ESIC Hospital, Plot No. H3012, Nr. 500
Quarters, Ankleshwar, Dist. Bharuch
Website : www.esic.gov.in

ई फाइल संख्या: 43134(प्रशासन)

दिनांक: 19-01-2026

परिपत्र / CIRCULAR

विषय/Subject: क.रा.बी.निगम की राष्ट्रीय प्रशिक्षण अकादमी के संकाय सदस्यों के पैनल में शामिल किए जाने हेतु अधिकारियों के नामांकन के संबंध में / **Nomination of Officers for Inclusion in the Panel of Faculty Members of National Training Academy, ESI Corporation.**

संदर्भ/Reference: क.रा.बी.निगम, राष्ट्रीय प्रशिक्षण अकादमी (NTA), द्वारका, नई दिल्ली पत्र सं. A-34/3/Circular/2025-FD दिनांक 08.01.2026 / Letter No. A-34/3/Circular/2025-FD dated 08.01.2026 from NTA, Dwarka, New Delhi.

उपर्युक्त विषय के संदर्भ में, कृपया क.रा.बी.निगम, राष्ट्रीय प्रशिक्षण अकादमी (NTA), द्वारका, नई दिल्ली के संलग्न पत्र का संदर्भ ग्रहण करें।

In reference to the above subject, please refer to the attached letter from NTA, Dwarka, New Delhi.

इस पत्र के अनुसार, सहायक निदेशक एवं उससे उच्च पद के ऐसे स्वैच्छिक अधिकारियों, जो मंत्रालयिक संवर्ग से संबंधित हों तथा प्रशासनिक नियंत्रण के अंतर्गत कार्यरत हों, से नामांकन आमंत्रित किए गए हैं।

As per the letter, nominations are invited from volunteer officers of the rank of Assistant Director and above, belonging to the Ministerial Cadres and working under administrative control.

ईच्छुक अधिकारियों में क.रा.बी.निगम के समूह 'A' एवं समूह 'B' अधिकारियों के लिए प्रशिक्षण कार्यक्रम संचालित करने हेतु संकाय/संसाधन व्यक्ति के रूप में कार्य करने की क्षमता एवं अभिरुचि होनी चाहिए।

The willing officers should possess the competence and inclination to function as Faculty/Resource Persons for conducting training programs for Group 'A' and Group 'B' officers of ESI Corporation.

सभी संबंधितों से अनुरोध है कि पात्र एवं इच्छुक अधिकारियों के नामांकन निर्धारित प्रोफार्मा में पूर्ण रूप से भरकर दिनांक 19.01.2026 तक प्रशासन शाखा में प्रेषित करें।

All concerned are requested to forward the nominations of eligible and willing officers, duly filled in the prescribed proforma, to the Administration Branch by 19.01.2026.

यह परिपत्र चिकित्सा अधीक्षक के अनुमोदन से जारी किया गया है / This circular has been issued with the approval of the Medical Superintendent.

सलगः यथोपारे / Encl.: As above

Digitally signed by

Kumar Kunjan

Date: 19-01-2026

14:16:02

(कुमार कुंजन)

उप निदेशक - प्रशासन

सेवा में / To:

• नोटिस बोर्ड / Notice Board



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राष्ट्रीय प्रशिक्षण अकादमी
National Training Academy
द्वितीय तला, ई.पी.एफ.ओ. कॉम्प्लेक्स,
सेक्टर - 23, द्वारका, नई दिल्ली - 110077
1Ind Floor, EPFO Complex, Sector - 23, Dwarka, New Delhi – 110077
Phone: 011-28093108 Email: dir-nta@esic.nic.in

File No.: A-34/3/circular/2025-FD

Date: 08-01-2026

To

1. Insurance Commissioner(s)/ Medical Commissioner(s), Hqrs. Office, New Delhi
2. Zonal Insurance Commissioner(s)/ Zonal Medical Commissioner(s)
3. Regional Directors/Directors(l/c)/Jt. Directors(l/c) of all ROs/SROs
4. Medical Superintendents of all ESIC Medical Hospitals
5. D(M) Delhi/ D(M) Noida
6. Dean, all ESIC Medical Colleges and Hospitals
7. Principal, all ESIC Nursing Colleges

Subject: Nomination of Officers for Inclusion in Panel of Faculty Members of the National Training Academy, ESI Corporation. – reg.

Respected Madam/Sir,

The National Training Academy (NTA) has formulated Standard Operating Procedures (SoPs) for empanelment of serving and retired officers of the Corporation as faculty/resource persons for conducting sessions under various training programmes organized for officers of the rank of Group 'A' and Group 'B'.

With a view of strengthening institutional capacity, the Academy is undertaking an exercise to identify competent serving officers possessing the requisite aptitude, subject knowledge, and professional experience to contribute effectively to training initiatives.

To augment faculty resources of the Training Academy, a circular was uploaded on the website of ESIC on 06 Nov 2025. In line with the provisions of the said circular, and to further enrich the faculty databank, the Academy proposes to widen its pool of internal resource persons by engaging capable and experienced officers willing to support training and capacity-building activities of the Corporation.

Accordingly, it is requested to recommend **suitable volunteer** officers of the rank of **Assistant Director and above**, belonging to the Ministerial Cadres and working under your administrative control, who, in your considered assessment, possess the competence and inclination to function as faculty/resource persons for

the Academy for training for officers of the rank of Group 'A' and Group 'B'.

A list of topics for which officers may be recommended is enclosed for reference. Further, the following details of the recommended officer may be furnished:

1. Name
2. Designation
3. Place of posting
4. Contact Number and e-mail ID
5. Area(s) of expertise / proposed topics

The above information may please be forwarded to this office by 20.01.2026.

This letter is issued after approval of IC, NTA

Enclosed: As above

Yours faithfully,
Digitally signed by
Devender Singh Rohilla
Date: 08-01-2026
11:57:00
(Col. Devender Singh Rohilla)
Director (Faculty Development &
Course Content Branch),
National Training Academy, ESIC

S.No	Topic
1	Accounting Process , Evaluation of Assets & Liabilities & Annual Accounts
2	ACP/MACP
3	Administrative & Preventive Vigilance
4	Appointment of Social Security officer, their functions & duties
5	Artificial Intelligence
6	Attachment and Sale of Immovable Property
7	Attachment and Sale of Movable Property
8	Benefits Under ESI Act
9	CCS (CCA) Rules
10	CCS Conduct Rules
11	CCS Leave Rules
12	CCS LTC Rules
13	Challenges Faced by Women Workforce & Welfare Measures
14	Composition of ESI Corporation/ Standing Committee, its Powers and Duties
15	Concurrence & Budget
16	Contract Management
17	Contributions of ESI Act- Chapter 4
18	Cyber Hygiene and Cyber Security
19	DDO Functions
20	Definitions under ESI Act, 1948 : Registration of Factories & Establishments
21	Determination of contributions in certain cases (45A) and appeals thereof (45AA)
22	Disciplinary Proceedings
23	Duties and responsibilities of Rajbhasha Officers and brief overview of e-tools
24	Duties of Directors & Formalities on Joining the Service on Deputation
25	E-office & E-mail tools
26	ERP/Dhanwantri
27	ESI Act Overview
28	ESI Scheme, History and evolution/ Implementation and extension of ESI Scheme
29	ESI Scheme, History, Evolution / Organizational Set Up & Vision of ESIC (ESIC 2.0 Vision)
30	ESIC Act 1948 vis-a-vis ESIC (Central Rules), 1950, ESIC (General) Regulations, 1950 and Amendments thereof
31	ESIC Budgeting and Finance
32	ESIC Hospital/ ESIC Hospital & Medical College Administration
33	ESIC Staff & condition of services regulation 1959 vis-vis CCS/CCA
34	ESIC Staff & condition of services regulation 2023 & disciplinary proceedings
35	Execution and monitoring of the work of the Committee
36	Experience Sharing
37	Financial Management in ESIC
38	Fixation of Pay
39	FR.SR I, II, III, IV
40	GeM

S.No	Topic
41	Gender Sensitization, Prevention of Sexual Harrassment at workplace
42	General lecture on Benefit, Revenue, Recovery
43	GFR and FRSR
44	Governance of the Corporation & Funding
45	Implementation and Extension of ESI Scheme & ESI Act - 1948
46	Internal & External Audit (including Performance Audit
47	Introduction of DMD Office/ESIC Hospital/ESIC Hospital & Medical College Administration
48	Issue of Certificate to the recovery officer
49	Judicial Rulings - Recovery
50	Legal Framework for Recovery in Income Tax Act
51	Legal Proceedings and ESI Court
52	Medical Benefit and Other Medical Related Processes – e.g. Medical Reforms, Medical Boards etc.
53	Medical Benefit Council – their constitution and working
54	Medical Education
55	Microsoft Powerpoint
56	Miscellaneous Provisions in Second Schedule
57	MoU/Construction Guidelines
58	MS-Office Applications
59	Organisation of Works in the Office of the Recovery Officer
60	Organizational Set Up, ESI Act, 1948, Implementation of ESI Act
61	Organizing Hindi training/workshops, quarterly meetings, NARAKAS, etc. – various subjects
62	Overview of Benefits Under ESI Act
63	Overview of Finance & Concurrence & Budget
64	Overview of Finance in ESIC
65	Overview of Recovery Procedure
66	Overview of Revenue Process
67	Parliamentary Committee on Official Language inspections and related preparation
68	Pension Rules & NPS
69	Practical Challenges & Case Studies
70	Process of filling monthly/quarterly reports and inspection questionnaires
71	Procurement & Purchase Management
72	Public Grievance & Parliament Matters
73	Rajbhasha
74	Recovery officers functions, Modes of Recovery & law, vigilance
75	Recovery Procedure - Legal Issues
76	Recovery through Arrest and Detention
77	Recovery through Certificate Cases - Practical Aspects
78	Recovery through Other Modes
79	Recruitment Regulation & Appointment in ESIC
80	Recruitment Rules

S.No	Topic
81	Reimbursement, SST Rate Contract
82	Reservation in Service
83	Revenue Organisation
84	Role of Deputy Directors
85	Role of DR/RO
86	Roster Preparation
87	RTI Act, 2005
88	RTI Act, 2005 & Public Grievance
89	RTI, Leadership Skills & Team Building, POSH
90	Seniority Rules, DPC and Promotion
91	Sensitization to Gender Issues
92	Service of Notices for Recovery
93	Soft Skills & Behavioural Science
94	Various schemes in operation in the Corporation
95	Vigilance and complaint handling, ESI Staff Regulations, CCS (CCA) Rules,
96	Vision of ESIC (2.0)
97	Working of PMD (work procedure)