



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
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Dated: 19.07.2024

To,

All IC/ MC/ FC/ CVO/ Chief Engineer, ESIC Hqrs.
All AC/ Regional Directors/ DD(I/c), RO/ SRO
All Deans, ESIC Medical/ Dental Colleges
All Medical Superintendents, ESIC Hospitals/ Model Hospitals
All State ESI Directorates,
D(M)D, D(M)N.

Subject: Policy for Internet usage for all ESIC Employees and Officers- reg.

Madam/ Sir

With reference to the captioned subject, it is informed that an Internet Usage Policy has been devised for compliance to all Offices, Hospitals, Medical Colleges, Employees and Officers. The Policy guidelines are as follows:

1. The Internet facility is provided to ESIC users in their current official capacity for enhancing the organization's interest and can be withdrawn at any time on its misuse / default.
2. Users eligible for Internet Access shall be decided by the respective ESIC Unit Head/ CISO. The officers and employees requiring internet facility for official purposes are required to follow the procedure of applying for Internet Access facility and accept the terms and conditions of Internet Access as enumerated below.
3. This facility is provided only to the individual and is not to be shared. The users shall maintain the secrecy of their login credentials of the devices issued to them in order to prevent unauthorized access to the internet using their devices.
4. The facility will be withdrawn from the employee upon transfer from his/ her current position.
5. User must ensure that communication or access to services etc. should be consistent with the established law of the country and abide by prevalent Information Technology Act, 2000 of India. The user as an individual will be held responsible for any breach of the Information Technology Act, 2000 .
6. The use of the Internet Service is monitored/ tracked for security purposes. Anyone using this service consents to such monitoring/ tracking.
7. User, on whose name the internet facility is provided, is deemed to assume total responsibility for the proper use of the internet access service. Accountability as deemed fit may be fixed against those found/ tracked misusing this facility.
8. Copyright materials should be used only in accordance with copyright law.
9. Respective ICT Departments/ General Branch at Headquarters and at Units/ locations will maintain Internet services as reliable as possible. However, ESIC Headquarters/ locations Unit will own no responsibility in case of interruption in the services beyond its reasonable control.
10. Many internet sites are known to carry malwares and if someone visits these sites, malwares may be automatically installed on the computer. Users are, therefore,

warned to take utmost care not to visit such sites; and are required to pay caution while visiting such sites, if at all such sites are to be visited in the course of official duty.

11. Mobile (smart phones & tabs) users shall not be provided internet access through ESIC network at workplace. However, specific locations like Medical colleges/Hostels/ Auditorium/Libraries, etc., may be exempted with due approval from Head of the Unit/ location. However, such users shall not be permitted to access ESIC internal network and shall be restricted to Internet only with a minimum baseline policy (Privilege Access category as per the URL filtering list of ESIC).

All the officers and employees of ESIC are directed to ensure strict compliance to the instructions as above. Non-adherence to these instructions can result in strict disciplinary actions.

This issues with the approval of the Competent Authority.

Yours sincerely,

(Jai Prakash Sharma)
Dy. Director (ICT)