



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



राष्ट्रीय प्रशिक्षण अकादमी
NATIONAL TRAINING ACADEMY
द्वितीय तल, ई.पी.एफ.ओ. कॉम्प्लेक्स,
सेक्टर - 23, द्वारका, नई दिल्ली - 110077.
IInd Floor, EPFO Complex, Sector 23,
Dwarka, New Delhi - 110077.
Website : www.esic.nic.in/www.esic.in

File No. A-34011/4/2025

Dated: 26/09/2025

Circular

Subject: Training on Vigilance Matters.

Pursuant to Central Vigilance Commission Circular no. 04/08/25 dated 01.08.2025 on the Observance of Vigilance Awareness Week, 2025, structured online training programs for (a) Training of Master Trainers and (b) Training of other executives and officials by the Master Trainers/training institutes/other resources on the following subject matters are being planned for the employees of the ESI Corporation:

- (i) Investigation & Report
- (ii) Framing of Chargesheet
- (iii) Conducting CTE type Intensive Examinations

In this connection, National Training Academy (NTA) is organizing a one-day online training program on the above topics for Master Trainers and Group A and Group B officers as per the schedule attached at Annexure A. The link to the training sessions will be provided by email separately. **All Master Trainers and Group A & B officers must mandatorily complete the one-day training program on Vigilance at least once.**

After receiving the training, Master Trainers are required to organise the trainings on the subjects cited above and train the employees in their respective regions and **send the reports to the National Training Academy by 15th October 2025, 1st November 2025, and 15th November 2025 in the prescribed proforma attached at Annexure B. Reports should be submitted in Excel format to the email: dir-nta@esic.nic.in.**

Also, during the 'Vigilance Week's Three Month Campaign 2025, courses under the following categories (Annexure-C) have been identified from iGOT platform for consumption:

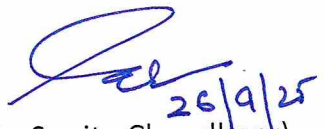
1. Ethics & Governance
2. Conduct Rules,
3. Integrity,
4. Attitudinal Change
5. Cyber hygiene & Security

6. Public Procurement.

Also, Headquarter Office/DMD/Regional Offices/Sub-Regional Offices/ Hospitals & Medical Colleges are directed to encourage employees to complete at least one course from each of the category from the list provided in annexure -C. However, officials are also encouraged to complete as many courses as possible.

The offices have to submit monthly reports on completion using the prescribed proforma attached at Annexure D by the same dates mentioned above.

Your faithfully,


(Dr. Sunita Chaudhary)
Director,
National Training Academy

To,

1. Insurance Commissioner(P&A), Headquarter Office, ESIC, New Delhi.
2. Zonal Insurance Commissioner(s)/ Zonal Medical Commissioner(s),
ESIC
3. Regional Director(s)/Director(s)(I/C)/ Jt. Director(s)(I/C) of all
ROs/SROs
4. Medical Superintendent(s) of all ESIC Medical Hospitals
5. D(M)Delhi/ D(M)Noida/ Director NTA
6. Dean(s), all ESIC Medical Colleges and Hospitals
7. Website Content Manager for uploading on website.



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फ़ाइल सं० : A-34011/4/2025

दिनांक : 26/09/2025

परिपत्र

विषय : सतर्कता संबंधी विषयों पर प्रशिक्षण।

केन्द्रीय सतर्कता आयोग परिपत्र संख्या 04/08/25 दिनांक 01.08.2025 के क्रम में, सतर्कता जागरूकता सप्ताह, 2025 के आयोजन हेतु, क. रा . बी . निगम के कर्मचारियों के लिए निम्नलिखित विषयों पर संरचित ऑनलाइन प्रशिक्षण कार्यक्रम, (क) मास्टर ट्रेनर्स का प्रशिक्षण (ख) मास्टर ट्रेनर्स/प्रशिक्षण संस्थानों/अन्य स्रोतों द्वारा अधिकारियों एवं कर्मचारियों का प्रशिक्षण आयोजित किए जा रहे हैं—

1. जाँच एवं प्रतिवेदन
2. आरोप पत्र की रूपरेखा तैयार करना
3. CTE की गहन परीक्षाओं का संचालन

इस संदर्भ में, राष्ट्रीय प्रशिक्षण अकादमी द्वारा मास्टर ट्रेनर्स तथा ग्रुप 'ए' एवं 'बी' अधिकारियों के लिए उपरोक्त विषयों पर एक दिवसीय ऑनलाइन प्रशिक्षण कार्यक्रम आयोजित किया जा रहा है, जिसका कार्यक्रम परिशिष्ट-A में संलग्न है। प्रशिक्षण सत्रों का लिंक पृथक रूप से ईमेल द्वारा भेजा जाएगा। सभी मास्टर ट्रेनर्स एवं ग्रुप 'ए' और 'बी' अधिकारियों के लिए यह अनिवार्य है कि वे सतर्कता पर एक दिवसीय प्रशिक्षण कार्यक्रम कम से कम एक बार अवश्य पूर्ण करें।

प्रशिक्षण प्राप्त करने के उपरांत, मास्टर ट्रेनर्स को उपरोक्त विषयों पर अपने-अपने क्षेत्रों में कर्मचारियों को प्रशिक्षण देना होगा तथा प्रशिक्षण प्रतिवेदन 15 अक्टूबर 2025, 1 नवम्बर 2025 एवं 15 नवम्बर 2025 तक निर्धारित प्रपत्र (परिशिष्ट-B) में राष्ट्रीय प्रशिक्षण अकादमी को भेजना होगा। प्रतिवेदन एक्सेल प्रारूप में ईमेल dir-nta@esic.nic.in पर प्रेषित किए जाएँ।

इसके अतिरिक्त, 'सतर्कता सप्ताह की तीन माह की अभियान अवधि 2025' के दौरान iGOT प्लेटफॉर्म से निम्नलिखित श्रेणियों (परिशिष्ट-C) के अंतर्गत पाठ्यक्रम चिन्हित किए गए हैं—

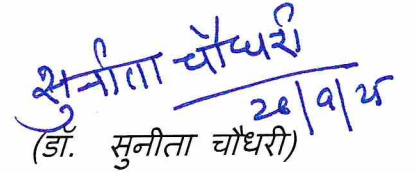
1. नैतिकता एवं सुशासन
2. आचरण नियम

- 3.
4. सत्यनिष्ठा
5. दृष्टिकोण में परिवर्तन
6. साइबर स्वच्छता एवं सुरक्षा
7. सार्वजनिक क्रय (प्रोक्योरमेंट)

मुख्यालय/ डी एम डी / क्षेत्रीय कार्यालयों / उप क्षेत्रीय कार्यालयों / अस्पतालों/ चिकित्सा महाविद्यालयों एवं अस्पतालों , को निर्देशित किया जाता है कि वे कर्मचारियों को प्रोत्साहित करें कि वे परिशिष्ट-C में दी गई सूची में से प्रत्येक श्रेणी का कम से कम एक पाठ्यक्रम अवश्य पूर्ण करें। तथापि, अधिकारियों को यथासंभव अधिकतम पाठ्यक्रम पूर्ण करने हेतु भी प्रेरित किया जाए।

क्षेत्रीय कार्यालयों को उपर्युक्त तिथियों तक निर्धारित प्रपत्र (परिशिष्ट-D) में मासिक प्रतिवेदन प्रस्तुत करना होगा।

भवदीया ,


(डॉ. सुनीता चौधरी)

निदेशक, राष्ट्रीय प्रशिक्षण अकादमी

प्रति:

1. बीमा आयुक्त (कार्मिक एवं प्रशासन), मुख्यालय, क. रा . बी . निगम, नई दिल्ली ।
2. सभी अंचल बीमा आयुक्त / आंचलिक चिकित्सा आयुक्त।
3. सभी क्षेत्रीय निदेशक / निदेशक (प्रभारी) / संयुक्त निदेशक (प्रभारी) - सभी क्षेत्रीय/उप-क्षेत्रीय कार्यालय।
4. सभी क. रा . बी . निगम अस्पतालों के चिकित्सा आयुक्त।
5. डी(एम) दिल्ली / डी(एम) नोएडा / निदेशक एन.टी.ए.।
6. सभी क. रा . बी . निगम चिकित्सा महाविद्यालयों एवं अस्पतालों के अधिष्ठाता।
7. वेबसाइट प्रबंधक - वेबसाइट पर अपलोड हेतु।

Annexure A: Online Training Schedule Format

S.No	Online Training Name	Date	Session	Topic	Faculty Name
1	Vigilance (Master Trainers) (JD and Above)	29.09.2025	1 (9:45AM-11:15 AM)	Investigation & Report	Sh. Heera Singh, Joint Director, NTA
			2 (11:45AM- 01:00PM)	Framing of Chargesheet	Sh. Sonal Gulati, Deputy Director, NTA
			3 (02:00 PM- 03:15PM)	Conducting CTE Type Intensive Examination	CVC Faculty
			4 (3:45PM- 5:00PM)	Conducting CTE Type Intensive Examination	CVC Faculty
2	Vigilance (Master Trainers) (JD and Above)	30.09.2025	1 (9:45AM -11:15 AM)	Investigation & Report	Sh. Heera Singh, Joint Director, NTA
			2 (11:45AM- 01:00PM)	Framing of Chargesheet	Sh. Sonal Gulati, Deputy Director, NTA
			3 (02:00 PM- 03:15PM)	Conducting CTE Type Intensive Examination	CVC Faculty

			4 (3:45PM- 5:00PM)	Conducting CTE Type Intensive Examination	CVC Faculty
3	Vigilance (AD and Above)	09.10.2025	1 9:45AM -11:15 AM)	Investigation & Report	Sh. Heera Singh, Joint Director, NTA
			2 (11:45AM- 01:00PM)	Framing of Chargesheet	Sh. Sonal Gulati, Deputy Director, NTA
			3 (02:00 PM- 03:15PM)	Conducting CTE Type Intensive Examination	CVC Faculty
			4 (3:45PM- 5:00PM)	Conducting CTE Type Intensive Examination	CVC Faculty
4	Vigilance (AD and Above)	21.10.2025	1 (9:45AM -11:15 AM)	Investigation & Report	Sh. Heera Singh, Joint Director, NTA
			2 (11:45AM- 01:00PM)	Framing of Chargesheet	Sh. Sonal Gulati, Deputy Director, NTA
			3 (02:00 PM- 03:15PM)	Conducting CTE Type Intensive Examination	CVC Faculty
			4 (3:45PM- 5:00PM)	Conducting CTE Type Intensive Examination	CVC Faculty
5	Vigilance (AD and Above)	11.11.2025	1 (9:45AM -11:15 AM)	Investigation & Report	Sh. Heera Singh, Joint Director, NTA
			2 (11:45AM- 01:00PM)	Framing of Chargesheet	Sh. Sonal Gulati, Deputy Director, NTA

			3 (02:00 PM- 03:15PM)	Conducting CTE Type Intensive Examination	CVC Faculty
			4 (3:45PM- 5:00PM)	Conducting CTE Type Intensive Examination	CVC Faculty

Annexure B: Reporting Format for Master Trainers' Training Sessions

Table 1:

S.No	Name of Master Trainer	Address	Contact number	Email ID

Table 2:

S.No	Date of Training	Subject Matter of Training	No. of Employees Trained (by Master Trainers)
1		Investigation & Report	
2		Framing of Chargesheet	
3		Conducting CTE type Intensive Exam	

This report is to be sent to NTA (dir-training@esic.nic.in) on

- i) 15th October 2025,
- ii) 1st November 2025, and
- iii) 15th November 2025

Annexure C: Theme wise Courses List

Sl. No.	Name of the Course	Course Developer	Link	Time Duration
	<u>ETHICS & GOVERNANCE</u>			
1.	Service Delivery Management	By iGoT / By Indian Institute of Public Administration (IIPA)	https://portal.igotkarmayogi.gov.in/app/toc/do_1134122383049932801122/overview?primaryCategory=Course	3.11 Hrs.
2.	Communication for Citizen Centricity	By DoPT	https://portal.igotkarmayogi.gov.in/app/toc/do_11384383331773644811/overview?primaryCategory=Course	1.35 Hrs.
3.	Leading Self	By Harappa Education	https://portal.igotkarmayogi.gov.in/app/toc/do_1138409911225630721109/overview?primaryCategory=Course	4.56 Hrs.
4.	Efficiency: Competency Framework	By IIPA	https://portal.igotkarmayogi.gov.in/app/toc/do_113873641071910912151/overview?primaryCategory=Course	4.17 Hrs.
5.	Public Governance Models	By ISB Hyderabad	https://portal.igotkarmayogi.gov.in/app/toc/do_11395641467369062_4149/overview	58.56 Mins.
6.	Basics of e-Governance and Digital India	By iGoT	https://portal.igotkarmayogi.gov.in/app/toc/do_1134122557758341121167/overview?batchId=0134364746619207687	1.04 Hrs.
7.	Stakeholders in Governance	By Institute of Secretariat Training and Management	https://portal.igotkarmayogi.gov.in/app/toc/do_11355520422724403_2132/overview	1.43 Hrs.
8.	Heart in Governance	By ISTM	https://portal.igotkarmayogi.gov.in/app/toc/do_11393805190366003_217/overview	18.23 Mins.
9.			https://portal.igotkarmayogi.gov.in/app/toc/do_1141284757667266561	1.15 Hrs.

	AI led Digital Transformation in Urban Governance	Wadhvani Foundation	130/overview	
	<u>CONDUCT RULES</u>			
10.	Conduct Rules	By ISTM	https://portal.igotkarmayogi.gov.in/app/toc/do_11382749647626240_0124/overview	1.22 Hrs.
11.	Code of Conduct for Government Employees	By ISTM	https://portal.igotkarmayogi.gov.in/app/toc/do_11359618144357580_811/overview	35 Mins.
12.	Central Civil Services (Conduct) Rules 1964	By National Academy Of Defence Financial Management (NADFM)	https://portal.igotkarmayogi.gov.in/app/toc/do_113797117911187456_164/overview	46.1 Mins.
	ATTITUDINAL CHANGE			
13.	Problem Solving	Indian Railway Institute Of Transport Management (IRITM)	https://portal.igotkarmayogi.gov.in/app/toc/do_114253096976719872142/overview	24m 54s
14.	Personal Effectiveness	Bharat Sanchar Nigam Limited(BSNL)	https://portal.igotkarmayogi.gov.in/app/toc/do_1142097583984558081686/overview	55m 13s
15.	Soft Skills	Indian Railway Institute Of Transport Management (IRITM)	https://portal.igotkarmayogi.gov.in/app/toc/do_11428343573406515212/overview	26m 48s
16.	Personal and Organisational values	By DoPT	https://portal.igotkarmayogi.gov.in/app/toc/do_1138220208431759361388/overview	55 Mins.
	INTEGRITY			

17.	Code of Conduct for Government Employees	By ISTM	https://portal.igotkarmayogi.gov.in/app/toc/do_11359618144357580811/overview?batchId=0135962585066618882	35 Mins.
18.	Vigilance Administration /Preventive Vigilence	By RAKNPA	https://portal.igotkarmayogi.gov.in/app/toc/do_114127182261567488194/overview?batchId=0141349098299883529	57.44 Mins.
	CYBER HYGIENE & SECURITY			
19.	Network Security Basics- Introduction to Networking and Security Threat	By National Telecommunications Institute for Policy Research, Innovation & Training (NTIPRIT)	https://portal.igotkarmayogi.gov.in/app/toc/do_113837561523576832179/overview	50 Mins.
20.	Cyber Security Basics	By Microsoft	https://portal.igotkarmayogi.gov.in/app/toc/do_11381413806145536_0187/overview	2.22 Hrs.
21.	Cybersecurity	By UpGrad	https://portal.igotkarmayogi.gov.in/app/toc/do_11391672014338457_611/overview	2.56 Hrs.
22.	Foundation Course on Cyber Security	By Centre for Development of Advanced Computing (C-DAC)	https://portal.igotkarmayogi.gov.in/app/toc/do_1138077658038517761143/overview	24 Hrs.
23.	Basic Course on Cyber Security Awareness	By C-DAC	https://portal.igotkarmayogi.gov.in/app/toc/do_1138093093777899521174/overview	16.17 Hrs.
	PROCUREMENT			
24.	Procurement Process	By Government e Market Place (GeM)	https://portal.igotkarmayogi.gov.in/app/toc/do_11369174289047552_0147/overview	3.6 Hrs.
25.	SAMARTH Procurement	By Karmayogi Bharat	https://portal.igotkarmayogi.gov.in/app/toc/do_1139465729184235521109/overview	16.21 Hrs.

26.	Procurement of Goods and Services	By ISTM	https://portal.igotkarmayogi.gov.in/app/toc/do_11400463719096320_01236/overview	1.10 Hrs.
27.	Procurement Services (Consultancy / NonConsultancy)	By Department of Expenditure (DoE)	https://portal.igotkarmayogi.gov.in/app/toc/do_1138976951627939841425/overview	32.08Hrs.
28.	Public Procurement Framework of GOI	By DoE	https://portal.igotkarmayogi.gov.in/app/toc/do_1134970386480578561102/overview?batchId=0135586625400913920	1.55 Hrs.

Annexure D: Reporting Format for iGOT Course Completion

S.No	Theme of the Training Course	Name of iGOT Course	No. of Employees Completed the Course
1	Ethics		
2	Conduct Rules		
3	Integrity		
4	Attitudinal Change		
5	Cyber Hygiene		
6	Public Procurement		

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- i) 15th October 2025,
- ii) 1st November 2025, and
- iii) 15th November 2025