

**कर्मचारी राज्य बीमा निगम**

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


**उप क्षेत्रीय कार्यालय मरोल**  
**SUB REGIONAL OFFICE MAROL**

पंचदीप भवन, प्लॉट नं.9, रोड नं.7, एम् आई डी सी, मरोल  
 PANCHDEEP BHAVAN, PLOT NO.9 ROAD NO.7, MIDC, MAROL  
 अंधेरी पूर्व, मुंबई-400 093 | ANDHERI EAST, MUMBAI-400 093  
 Phone: 022-28225588/89 Email: dir-marol@esic.nic.in  
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सं. 35-ए-20/12/जन-संपर्क/PR/21

दिनांक: 17.02.2025

**परिपत्र Circular**

मुख्यालय पत्र सं. E-13/14/01/2025-PR दिनांकित: 31.01.2025 के अनुसरण में सक्षम प्राधिकारी ने 74वें एसिक स्थापना दिवस के अंतर्गत 24 फरवरी से 10 मार्च, 2025 तक विशेष सेवाएं पखवाड़ा-2025 का आयोजन करने के निर्देश दिए हैं। In pursuance of Headquarters letter no. E-13/14/01/2025-PR Dated: 31.01.2025, the competent authority has directed the organization of Special Services Fortnight-2025 from 24th February to 10th March, 2025 under the 74th ESIC Foundation Day.

विशेष सेवाएं पखवाड़ा-2025 के दौरान निम्नानुसार गतिविधियों का निष्पादन किया जाना है The following activities are to be carried out during the Special Services Fortnight-2025:-

क्र.सं. Sl.No.	दिनांक Date	गतिविधियाँ Activities	संबंधित शाखा Concerned Branch
1.	24.02.2025	एसिक दिवस शुभारंभ समारोह, सेमिनार/जागरूकता शिविर का आयोजन करना।	जनसंपर्क शाखा/समन्वय शाखा हितलाभ शाखा द्वारा नियोजित संघट्रेड यूनियन के सहयोग से
2.	25.02.2025	क्षेत्रों की पहचान करके स्वच्छता अभियान	जनसंपर्क शाखा सामान्य शाखा
3.	27.02.2025	ईपीएफओ योजना 'निधि आपके निकट 2.0' के साथ सुविधा समागम का आयोजन करना	हितलाभ शाखा/समन्वय शाखा सभी शाखा कार्यालय/ ईपीएफओ के सहयोग से
4.	28.02.2025	निवारक स्वास्थ्य जांच शिविर/स्वास्थ्य स्क्रीनिंग शिविर का औद्योगिक क्षेत्र में आयोजन	समन्वय शाखा हितलाभ शाखा अस्पतालों के समन्वय से
5.	03.03.2025	योग और आयुष शिविर का आयोजन जहां श्रमिकों/बड़े नियोजकों की अधिक संख्या है	जनसंपर्क शाखा सामान्य शाखा एवं बड़े नियोजक कक्ष अस्पतालों के समन्वय से
6.	04.03.2025	निवारक स्वास्थ्य जांच शिविर/स्वास्थ्य स्क्रीनिंग शिविर का औद्योगिक क्षेत्र में आयोजन	समन्वय शाखा हितलाभ शाखा अस्पतालों के समन्वय से
7.	05.03.2025	बीमित/आश्रितों की शिकायतों का निपटान करने के लिए सुविधा समागम का आयोजन करना	हितलाभ शाखा
8.	07.03.2025	स्वास्थ्य प्रदर्शनी/स्वास्थ्य मेला प्रतियोगिता/क्विज, नुककड़ नाटक का आयोजन	समन्वय शाखा जनसंपर्क शाखा
9.	24.02.2025 से 09.03.2025	बीमित श्रमिकों/आश्रितों और चैनल भागीदारों के लंबित बिलों/दावों का निपटान करना	रोकड़ शाखा / वित्त एवं लेखा शाखा / हितलाभ शाखा / सभी शाखा कार्यालय
10.	10.03.2025	क.रा.बी.निगम/विशेष सेवाएं पखवाड़ा का समापन समारोह	जनसंपर्क शाखा सामान्य शाखा

सामान्य शाखा से अनुरोध है कि विशेष सेवाएं पखवाड़ा (24.02.2025 से 10.03.2025) तक उप क्षेत्रीय कार्यालय मरोल के भवन / परिसर को प्रकाश से सुसज्जित करें। General Branch is requested to **illuminate the building/premises** of the Sub Regional Office, Marol, with lights during the Special Services Fortnight (24.02.2025 to 10.03.2025).

अतः संबंधित शाखा से आग्रह है कि उपरोक्तानुसार कार्यवाई करना सुनिश्चित करें। उपर्युक्त सभी संबंधित शाखाओं से यह भी अनुरोध है कि वे अपने द्वारा की गई गतिविधियों पर अनुपालन रिपोर्ट प्रतिदिन उप क्षेत्रीय कार्यालय, मरोल के जन-संपर्क शाखा को भेजें ताकि मुख्यालय को भेजी जा सके। Therefore, the concerned branch is requested to ensure action as mentioned above. All the above-mentioned concerned branches are also requested to send the compliance report on their activities daily to the Public Relations Branch of the Sub Regional Office, Marol, for onward submission to the concerned divisions of ESIC Headquarters.

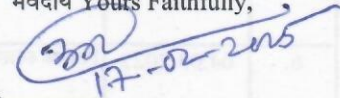


साथ ही, सभी की गई गतिविधि संबंधी गुणवत्तापूर्ण तस्वीरें और वीडियो क्लिप आदि (जहां भी आवश्यक हो) एवं एक संक्षिप्त नोट के साथ कार्यक्रम/घटना के तुरंत बाद (04 बजे सायं से पहले तक) जन-संपर्क शाखा, मरोल को (rajbhasha-marol.mh@esic.gov.in) ईमेल पर भेजें ताकि मुख्यालय भेजी जा सके एवं रोजगार मंत्रालय के सोशल मीडिया हैंडल आदि के माध्यम से इसका व्यापक प्रचार किया जा सके। Also, send the quality photos and video clips etc. (wherever necessary) of all the activities carried out along with a brief note immediately (by 04 PM each day) after the event/program to the Public Relations Branch, Marol via email (rajbhasha-marol.mh@esic.gov.in) so that it can be sent to Hqtrs. for further sending to the social media handles of the Ministry of Labour and Employment etc.

**यह संयुक्त निदेशक (प्रभारी) महोदय के अनुमोदन से जारी किया जा रहा है।**  
**This issues with the approval of the Joint Director (In-charge).**

संलग्न: मुख्यालय पत्र Enclosed: Headquarters letter

भवदीय Yours Faithfully,



(अभिनव प्रकाश) (Abhinav Prakash)

सहायक निदेशक (जन-संपर्क)

Assistant Director (Public Relations)

सेवा में, To,

1. संबंधित शाखा, उप क्षेत्रीय कार्यालय, क.रा.बी. निगम, मरोल.मुंबई को उपरोक्तानुसार कार्रवाई करने के लिए। Concerned Branch, Sub Regional Office, ESIC, Marol, Mumbai for necessary action as mentioned above.
2. डी.सी.बी.ओ./शाखा प्रबंधक, शाखा कार्यालय, मरोल को उपरोक्तानुसार कार्रवाई करने के लिए। D.C.B.O./Branch Manager, Branch Offices, Marol for necessary action as mentioned above.
3. सामान्य शाखा, उप क्षेत्रीय कार्यालय, क.रा.बी. निगम, मरोल को उपरोक्तानुसार कार्रवाई करने एवं आवश्यक व्यवस्था करने के लिए। General Branch, Sub Regional Office, ESIC, Marol for necessary action and making necessary arrangements as mentioned above.





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Website: [www.esic.gov.in](http://www.esic.gov.in)

Dated: 31-01-2025

F. No. E-13/14/01/2025-PR

### Memorandum

**Sub: Observance of 74<sup>th</sup> 'ESIC Foundation Day' & 'Special Services Fortnight' - 2025 - reg.**

ESIC will be observing 'Special Services Fortnight' from 24<sup>th</sup> February, 2025 which will conclude on 10<sup>th</sup> March, 2025. A detailed schedule of activities to be organized by R.Os/S.R.Os, MCHs & Hospitals is attached herewith for information and required action. It is requested that these activities be communicated in the local language to ensure wider participation. In addition, collaboration with Employers' Associations and Employees' Trade Unions is encouraged to extend the outreach and maximize involvement.

Date	Activities	Concerned Offices
24.02.2025	Seminars/Awareness Camps, Public Health Awareness/Health Talks/Basic Life Support Education Camps	R.Os/S.R.Os to hold Seminar / Awareness Camps in coordination with Employers' Association / Trade Unions, etc. All ESIC Medical Colleges and Hospitals(MCHs), ESIC/ESIS Hospitals and Dispensaries will hold Public Health Awareness/Health Talks/Basic Life Support Education Camps in industrial clusters.
25.02.2025	Cleanliness drive	All Regional Offices, Sub-Regional Offices, ESIC MCHs and ESIC Hospitals to identify areas and undertake cleanliness drive.
27.02.2025	'Suvidha Samagam' alongwith 'Nidhi Aapke Nikat2.0' of EPFO, Health check-up camps	All Regional Offices, Sub-Regional Offices, Branch Offices to collaborate with EPFO Offices of respective areas and hold 'Suvidha Samagam' alongwith 'Nidhi Aapke Nikat2.0' of EPFO.
28.02.2025	Preventive Health check-up camps/ Health Screening Camps	All ESIC MCHs and ESIC/ESIS Hospital in coordination with Regional Offices, Sub-Regional Offices, Branch Offices will hold Preventive Health check-up camps/Health screening camps at Industrial Clusters. This may be also utilized for creating awareness about ESI Scheme and its benefits.
03.03.2025	Yoga & Ayush Camps	All ESIC MCHs and ESIC/ESIS Hospitals will hold Yoga & Ayush Camps in the areas having higher concentration of workers/big employers. Regional Offices/Sub-Regional Office will identify such areas having higher concentration of workers/ big

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		employers in-coordination with Hospital.
04.03.2025	<b>Preventive Health check-up camps/ Health Screening Camps</b>	All ESIC MCHs and ESIC/ESIS Hospital in coordination with Regional Offices, Sub-Regional Offices, Branch Offices will hold <b>Preventive Health check-up camps/Health screening camps at Industrial Clusters.</b>
05.03.2025	<b>Suvidha Samagam</b>	All Regional Offices, Sub-Regional Offices, ESIC MCHs, ESIC/ESIS Hospitals, and Dispensaries will hold ' <b>Suvidha Samagam</b> ' to redress the grievances of Insured Workers/their family members and employers.
06.03.2025	<b>Special drive on making all the equipment functional, which have been procured recently</b>	All ESIC MCHs and ESIC/ESIS Hospitals will conduct <b>Special Drive on making all the equipment functional and maximise in-house facilities / treatment / test thereby reducing the referrals.</b>
07.03.2025	<b>Health Exhibition/Health Melas, Competition/Quiz, Nukkad Natak</b>	All ESIC MCHs and ESIC/ESIS Hospitals in coordination with Field Offices will hold <b>Health Exhibition/Health Melas &amp; Nukkad Natak</b> at Industrial Clusters for creating awareness on ESI Scheme.
24.02.2025 to 09.03.2025	<b>Clearance of pending bills/claims of Insured Workers/ Dependents and Channel Partners</b>	All Regional Offices, Sub-Regional Offices, ESIC MCHs and ESIC/ESIS Hospitals will run Special Drive to clear the pending bills/claims of Insured workers/ dependents and Channel Partners (Tie-up Hospitals, Service Providers, etc.).
10.03.2025	<b>Observance of Concluding Day of ESIC/ Special Services Fortnight</b>	All Regional Offices, Sub-Regional Offices, ESIC MCHs and ESIC/ESIS Hospitals to observe the <b>Concluding Day of ESIC 'Special Services Fortnight'</b> , by focusing on clearance of pendency (if any) of all due payments to the Insured Persons and / or beneficiaries.

All the ESIC Field Offices/Hospitals/ Medical Institutions are directed to illuminate the building/premises of the office during '**Special Services Fortnight**' from **24.02.2025 to 10.03.2025**.

All the ESIC Field Offices/Hospitals/ Medical Institutions are also requested to send compliance reports on activities carried out to the concerned Divisions of ESIC Hqrs., on daily basis. **Also, some activity related quality Photographs & Video Clips etc. (wherever necessary) along with a brief Note may be mailed/ sent on WhatsApp to PR Branch, Hqrs. immediately after the event/programme for wider publicity through ESIC/MoL&E Social Media Handles etc.**

This has the approval of the Director General.

Signed by Rakesh Kumar  
Date: 31-01-2025 15:43:42

(Rakesh Kumar)  
Dy. Director (PR)

To:-

1. **PPS/PS to DG/FC/CVO/All ICs/All MCs** for information and further necessary action - with regard to their concerned section. It is also requested that the Divisional Heads must coordinate and monitor all the activities related to their subject matter from the day of issue of this Memorandum (from 03.02.2025 onwards)
2. **All Zonal ICs/All Zonal MCs** for information and further necessary action - with regard to



their concerned Zones. It is also requested that the Zonal Heads must coordinate and monitor all the activities related to their Zones from the day of issue of this Memorandum (from 03.02.2025 onwards)

- 3. All Addl. Commissioners & Regional Directors/Regional Directors/Joint Directors (I/c)/Dy. Directors (I/c)**
- 4. All Deans of ESIC Medical Institutions**
- 5. All Medical Superintendents of ESIC/ESIS Hospitals**
- 6. D(M)D, D(M)N and NTA**
- 7. Website Contents Manager with a request to upload the same on ESIC Website.**
- 8. Rajbhasha Shakha - with request to upload the Memorandum in Hindi.**



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No.: P-11/14/11/AKAM/2023-Bft-II

Date: 06-02-2025

To

AC&RDs/Directors/JD (I/Cs)  
All Regional/Sub-Regional Offices  
Employees' State Insurance Corporation

**Subject- Activities to be carried out during Special Services Fortnight (24.02.2025 to 10.03.2025)-reg.**

Sir/Madam,

As you are aware that ESIC will be observing Special Services Fortnight from 24.02.2025 to 10.03.2025. Further, 74th Foundation Day of ESIC will be celebrated on 24.02.2025. Commemorating the event, the following activities to be carried out by ROs/SROs:

**1. Clearance of Pending Benefit Claims/Bills:** Field units have to conduct a special drive for clearance of pending benefit claims/bills/cases of IPs and their dependents during Special Services Fortnight.

Therefore, all ROs/SROs are requested to ensure the clearance of all the pending benefit claims by 10.03.2025 and furnish data regarding date-wise pending/settled benefit claims/bills/cases of IPs and their dependents during Special Services Fortnight on daily basis in the Google spread sheet, which will be shared separately by Benefit Branch (HQ) through e-mail. Final data must be updated by 10.03.2025 at 5:00 PM.

This issues with the approval of the Director General, ESIC.

Encl.: As above

Yours

**Signed by Chandra Bhanu Jha**

**Date: 06-02-2025 13:35:29**



sincerely,

(Chandra Bhanu Jha)

Jt. Director (Benefit)

Copy to:-

1. PR Branch,Hqrs.

2. Web content Manager with request to upload the Circular in ESIC website.