



**Headquarters**  
**Employees' State Insurance Corporation**  
(ISO 9001-2008 certified)  
Panchdeep Bhawan, C.I.G. Road, New Delhi-110002

No.E-11/14/1/2020-PR

Dated: 10.02.2021

**CIRCULAR**

**Subject: Uniformity in signage system, letter head, visiting card, masthead etc. in ESIC-reg.**

Kindly refer to General Branch(Hqrs.) letter No.D-13/11/I.Cards/2015-Genl. dated 28.04.2020 wherein it has been informed that State Emblem is to be used for all purposes. **In this regard, it is to inform that Director General has approved the new design of signboard, direction panel, letter head, visiting cards, masthead for advt. purposes etc. with State Emblem for official use.**

It is, therefore, requested to change the vinyl/skin/flex only while implementing the new signage resorting to minimum possible civil work (i.e. without changing the board/plate/structure) wherever signage work has been done in past. However, whenever, no signage work has been executed in past, it must be taken thoroughly. The concerned officers of Administration/General Branch of the ESIC Field Offices/ D(M)D/D(M)Noida/Hospitals/Medical Institutions/NTA/ Hqrs. will be responsible for getting the new signage implemented in stipulated time.

Further, approved designs of letter head, visiting cards, masthead for advt. purposes etc. with State Emblem may be used for official purpose only. The approved designs should not be changed.

In this connection, it may also kindly be noted that as per the Ministry of Home Affairs Notification dated 04.10.2007, Rule 6 - Use on Stationery,-

**"(2) The emblem when printed or embossed on official or demi-official stationery, shall appear prominently on the middle of the top of such stationery."**

The approved designs of the signages, letter head, visiting card, masthead etc. with colour scheme/specification in PDF and open file are available at link <https://www.esic.nic.in/attachments/ESIC-Handbook.zip> in downloadable format for further necessary action at your end.

A report about the action taken may also be sent to PR Branch, Hqrs. Office.

**This issues with approval of Insurance Commissioner(PR).**

  
10.02.21  
(Pranava Kumar)  
Dy. Director(PR)

**Email:** pranava.kumar@esic.nic.in

To

1. PPS to DG/FC/CVO for information.
2. PPS/PS to all Divisional Heads, ESIC Hqrs/NTA, New Delhi
3. All Addl. Commissioners & Regional Directors/Regional Directors/ Directors(I/c)/Joint Directors (I/c)/Dy. Directors (I/c)
4. Director (M)Delhi/Noida/K.K. Nagar, Chennai
5. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
6. All Deans of ESIC Medical/Dental/Nursing Colleges/PGIMSRs
7. All Officers/Branches, Hqrs.
8. General Branch(Hqrs. Office) with reference to their U.O. Note No.D-13/11/V.Card/2020-Genl. dated 04.09.2020 for information and necessary action, please.
9. Website Contents Manager with the request to upload the same on ESIC website.
10. Rajbhasha Shakha for Hindi translation.