



मुख्यालय
Headquarters
कर्मचारीराज्यबीमानिगम
Employees State Insurance Corporation
पंचदीपभवन, सी.आई.जी. मार्ग, नईदिल्ली-02
Panchdeep Bhawan, C.I.G. Marg, New Delhi-02

No:-P-11/12/Misc./SST Misuse/2019-Rev. II

Dated 21.11.2019

To,

The Regional Directors / Directors (I/c) / Joint Directors (I/c),
Regional Office / Sub- Regional Office.

**Subject: - Registration of an Employee within 10 days of the date of
Appointment by employer.**

Sir,

The Corporation has received many complaints of delayed registration of newly appointed employees and delayed filing of contribution / supplementary contribution by the employer. To overcome this problem, in consonance with ESI Regulation 14, ICT Division has done the following changes in the system for Registration of an employee and filing of monthly contribution.

Registration of an Employee within 10 days of the date of appointment-

The online system has put a bar on registering any IP with the appointment date of more than 10 days before the date of online registration.

- (i) Insurance number will be generated online on real time basis by employer in case of employees wherein date of appointment is within 10 days before the date of online registration
- (ii) Where the date of appointment is beyond 10 days of online registration, the Insurance Number will not be generated automatically on real time basis but only on the approval of concerned RO / SRO on the basis of supporting documents which can be supplied through e-mail / walking in the concerned RO / SRO. In case of large gaps and multiple instances, action as per the provisions of the ESI Act, 1948 may be initiated.

It is requested to give adequate publicity of these changes to **Employers, Trade Associations** in your region and strictly monitor the compliance by the employer in respect of the above mentioned changes without fail.

This issues with the approval of the competent authority.

Yours faithfully,

Sd -

(Vimal Rawat)
Dy. Director (Rev.)

Copy to:-

Web-site Manager with request to upload the above letter on the Web-site of ESIC.

[Signature]
Dy. Director (Rev.)