



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

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

Dated 03.12.2019

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,

In continuation of this office letter of even No. dated 21.11.2019 on the subject noted above, it is informed that this office has received many representations from employers indicating their inconvenience arising out of the recently introduced restriction in the system not allowing online registration of employees where date of appointment is more than ten days before, from the date of online registration. This issue has been examined. To resolve the issue, the following has been approved: -

1. System will allow registration of employees where difference between the date of appointment and date of registration is more than 10 days. A pop-up message will be displayed in which employer has to either accept or reject the conditions of registration of an employee. If employer accepts the clause of pop-up message, Insurance No. will be allotted to employee and a Show Cause Notice will also be issued to employer on the registered e-mail id. If employer rejects the pop-up message, system will re-direct to change the date of appointment.
2. Employer will submit relevant reply/records within 15 days of issue of Show Cause Notice to the concerned RO/SRO in the prescribed proforma.
  - a) If employer fails to provide the relevant records to concerned RO/SRO within

Contd.

stipulated time, Date of Registration will be deemed as Date of Appointment.

b) If employer provides the relevant records within stipulated time, Regional Director/Authorised Officer will verify the records and: -

- i) Accept the date of appointment as declared by employer, the employer can file the contribution of employees from the date of appointment.
- ii) Reject the date of appointment as declared by employer, the date of registration will be deemed as date of appointment.

3. Regional Director/Authorised Officer will issue an order regarding acceptance or rejection of date of appointment of each employee. In any case the date of appointment shall not be prior to 1<sup>st</sup> day of previous contribution period.

A copy of the Proforma (to be filled in by the employer) and Show Cause Notice are enclosed for ready reference. It is requested to bring the said changes to the notice of all concerned for follow up / necessary action.

This issues with the approval of Director General.

**Encl.: - As above**

Yours faithfully

  
(Mohit Raja)  
Dy. Director (Rev.)

**Copy to: -**

1. ICT Division, Hqrs. Office with the request to incorporate the above-mentioned changes in the system urgently.
2. Website Manager, with the request to upload the above mentioned letter on the website of ESI Corporation.

  
Dy. Director (Rev.)



To be filled by employer in respect of employee who have been registered after 10 days appointment.

**(A) INSURED PERSON'S PARTICULARS**

1- Insurance No.					
2- Name in block letters					
3- Father's/Husband's Name					
4- Date of Birth	Day	Month	Year	5- Marital Status	M/U/W
				6- Sex	M/F.
7- Present Address	8-Permanent Address				
Pin Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9- Any ID issued by GOVT (PAN Voter ID etc).	10- Bank Details.				

**(B) EMPLOYER'S PARTICULARS**

11- Employer's Code No.			
12-Date of Appointment	Day	Month	Year
13- Name & Address of the Employer			
E-mail address-			
14- In case of any previous employment please fill up details as under.			
(a) Previous Ins. No.			
(b) Previous Employer's Code No.			
(c) Name & Address of the previous Employer			
E-mail address-			

**(C) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.**

Name	Relationship	Address

**(D) Family Particulars of Employee**

Sl. No.	Name	Date of Birth/Age as on date of filling form	Relationship with the Employee	Whether residing with him/her.		If No' state Place of Residence		Monthly Income	Disability Yes or No.
				Yes	No	Town	State		

**(E) Documents of employee to be submitted with the Proforma**

S NO	Documents to be submitted with the proforma	Yes	No
1	Appointment Letter		
2	ID issued by Govt		
3	Salary and wage record		
4	Attendance Record		
5	Details of accident/death. if any		
6	Monthly contribution detail from the date of appointment		

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I hereby authorize ESIC to conduct verification/inspection including site visit by authorised person of ESIC. I undertake to intimate the corporation any changes in the membership of Employee if any as soon as such change take place.

(Signature with seal by the Employer)



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002**

No.:

Dated:

To

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Show Cause Notice for late registration of employees.**

**Dear Sir,**

I have to state that under Regulation 10B, read with Regulation 11 & 12 of the Employees' State Insurance (General) Regulations 1950, the Principal Employer of the factory/establishment covered under the Act, is required to register every new employee with ESIC within stipulated period of 10 days. The contributions are required to be paid in terms of Regulation 29,31 and 33 of the ESI (General) Regulations 1950 into a bank duly authorized by the Corporation, except where otherwise provided, and within the periods laid down for the purpose.

It is regretted that you have failed to register Sh. \_\_\_\_\_ IP No. \_\_\_\_\_ within 10 days of appointment with ESIC as per provisions of the ESI Act and Regulation framed thereunder. However, in the overall interest of the employee he/she has been registered with ESIC as on the date of registration. The date of appointment of the employee shall be confirmed after the due verification by the concerned RO/SRO which may require site visit by the authorised person of the ESIC.

Please take notice that unless the employer submits following documents to the concerned RO/SRO in the prescribed format immediately and in any case not later than 15 days of registration, this office will be constrained to accept the date of registration as the final date of appointment and any benefit whatsoever will be applicable to the employee from the date of registration.

Yours faithfully,

Encl: Format of the application

**Asst./Dy. Director**

THIS IS A COMPUTER GENERATED SHOW CAUSE NOTICE AND DOES NOT REQUIRE SIGNATURE.