



Employees' State Insurance Corporation
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Dated: 07.05.2013

To

**All The Additional Commissioner/Regional Directors/JD I/C
Regional Office/Sub Regional Office/Divisional Office, ESIC**

All Zonal (ICT), ESIC

CIRCULAR

Subject: Clarification on Online Employers' Registration by Employers

Sir,

In the computerized process, Employer can register themselves under ESI Act through 'Sign Up' option and generate Employer Code/C-11 letter without waiting for approval from ESIC authorities. It is also observed that many employers generate the employers' code number through online without furnishing the relevant particulars. In many cases mandatory fields are furnished with fictitious data to generate the employers' code number.

A few ROs/SROs/DOs have written letters regarding implementation of approval process for Registration of Employer and issuing of C-11 letter. Some ROs/SROs/Dos have also written that some Employers indulge in generating code numbers to get contract from big private/public sector units after which they simply vanish.

It is clarified that 'Sign Up' option has been given to Employer for self registration after a long deliberation with the highest authorities.

As Employers indulge in generating code numbers to get contract from big private/public sector units, it is clarified here that responsibility of the compliance of the immediate employers lies with the Principal Employer.

As per Inspection Policy, priority should be given to newly registered/covered Employers. If the information provided by the Employers found to be incorrect, the same should be corrected and in case of fake employers, status of the Employer should be changed to 'Whereabout Not Known/Registration Cancelled/Registration Locked/Form 01 Under Scrutiny-Labour/Housekeeping/Security/De-active' etc. as applicable.


(SANJAY SINHA)
DIRECTOR (ICT)

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