



मुख्यालय  
Headquarters  
कर्मचारी राज्य बीमा निगम  
Employees State Insurance Corporation  
पंचदीप भवन, सी.आई.जी. मार्ग, नईदिल्ली-02  
Panchdeep Bhiawan, C.I.G. Marg, New Delhi-02

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

Dated 13 .01.2020

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,

Please refer to this office instruction No. P-11/12/Misc./SST Misuse/2019-Rev. II dated 03.12.2019 on the subject noted as above. It has come to the notice of Hqrs. that in some regions, authorized officers are marking inspections in all the cases of late registration of the employees. In this connection it is made clear that: -

1. There is no need of visit/inspection by SSO/Branch Manager in factories/ establishments in all cases. RO/SRO can issue necessary order of date of appointment subject to submission of necessary documents by employer. Visit of SSO/Branch Manager is required only *in case of Super Specialty Treatment / Accident / Death, RO/SRO has sufficient reasons to believe that late registration of employees is for obtaining undue benefits, documents submitted are bogus / forged, the employer is a repeated offender resulting in denial of due ESIC benefits to the eligible employees or the employer is deliberately concealing information.*
2. In case of late registration, required documents are specified in the circular no. P-11/12/Misc./SST Misuse/2019-Rev. II dated 03.12.2019. RO/SRO will verify the records submitted by employer and issue an order regarding acceptance or rejection of date of appointment of each employee. In any

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case the date of appointment shall not be prior to 1<sup>st</sup> day of previous contribution period. The employer can submit the documents to concerned RO/SRO through e-mail, post, messenger etc.

3. In case employer fails to submit the necessary documents for the verification of appointment date of employee within stipulated time period the date of registration of employee will be deemed as date of appointment. Once the date of appointment is decided no modification shall be allowed later on.

This for your kind information please

This issues with the approval of Insurance Commissioner.

Yours faithfully

  
(Mohit Raja)  
Dy. Director (Rev.)

Copy to: -

Website Manager, with the request to upload the above mentioned letter on the website.

  
Dy. Director (Rev.)