



ESIC – Employer Registration

User Manual

Version 1.0

Release Date: **May, 2010**

Copyright Acknowledgment

Any registered names, trademarks and logos used in this document remain the property of the owning respective companies or organizations concerned.

Disclaimer

The documentation is prepared based on the specifications and requirements specified or disclosed to Wipro Limited by ESIC.



User Manual -Employer Registration



Contents

1	INTRODUCTION	4
1.1	OBJECTIVE	4
1.2	SCOPE.....	4
1.3	INTENDED AUDIENCE.....	4
1.4	CONVENTIONS USED.....	4
2	ABOUT EMPLOYER REGISTRATION	4
2.1	INTRODUCTION	4
2.2	PURPOSE.....	5
3	LOGIN SCREEN.....	5
3.1	LOGIN FOR THE FIRST TIME	5
3.1.1	LOGIN AS EMPLOYER.....	5
3.1.2	LOGIN AS ESIC OFFICIAL	6
4	LOGIN LANDING PAGE	7
4.1	LOGIN LANDING PAGE FOR EMPLOYER	7
4.1.1	EMPLOYER MAIN SCREEN	8
4.1.2	TYPE OF UNIT.....	9
4.1.3	EMPLOYER REGISTRATION.....	9
4.1.4	EMPLOYER MAIN SCREEN	21
4.1.5	CONTINUE EMPLOYER REGISTRATION	22
4.1.6	REGISTRATION SUCCESS MESSAGE.....	23
4.1.7	REGISTRATION FAILURE MESSAGE.....	24
4.1.8	EMPLOYER MAIN SCREEN	24
4.1.9	EMPLOYEE REGISTRATION.....	24
4.1.10	ANNUAL INFORMATION RETURN.....	25
4.1.11	REGISTRATION OF NEW SUB UNIT	28
4.1.12	EMPLOYER INITIATED CHANGE REQUEST.....	30
4.1.13	EDIT EMPLOYEE DETAILS.....	32
4.1.14	EDIT EMPLOYEE’S FAMILY DETAILS.....	32
4.1.15	EDIT EMPLOYEE’S NOMINEE DETAILS	32
4.1.16	PENDING IP REGISTRATIONS	32
4.1.17	PRINT COUNTER FOIL	32
4.1.18	LIST OF EMPLOYEES.....	32
4.1.19	VIEW REGISTERED SUB UNIT	32
4.1.20	VIEW ALL DETAILS ENTERED DURING REGISTRATION	32
4.2	LOGIN LANDING PAGE FOR ESIC OFFICIAL.....	34
4.2.1	EMPLOYER MAIN SCREEN	35
4.2.2	REGISTRATION OF NEW UNIT.....	36
4.2.3	EMPLOYEE REGISTRATION.....	36
4.2.4	REGISTRATION OF NEW SUB UNIT	37
4.2.5	EMPLOYER INITIATED REQUEST FOR CHANGE.....	37
4.2.6	EDIT EMPLOYEE DETAILS.....	37
4.2.7	EDIT EMPLOYEE’S FAMILY DETAILS.....	37
4.2.8	EDIT EMPLOYEE’S NOMINEE DETAILS	37
4.2.9	PENDING IP REGISTRATIONS	37
4.2.10	PRINT COUNTER FOIL	38
4.2.11	LIST OF EMPLOYEES.....	38
4.2.12	VIEW SUB UNITS.....	38

4.2.13	CHANGE EMPLOYER STATUS.....	38
4.2.14	SEARCH EMPLOYER.....	39
4.2.15	TASK DETAILS	42



User Manual -Employer Registration



1 INTRODUCTION

1.1 Objective

The objective of this document is to provide sufficient information to the user so that he /she can access the application and understand the flow of the application with ease. This manual will provide the details of the available functionalities in the system and how to use them.

1.2 Scope

The scope of this document is to explain the functionalities related to Employer Registration Process so that the user can understand and work with ease.

1.3 Intended Audience

This manual is meant for ESIC personnel working at HO/RO/SRO/BO and the Employers who are covered under the ESIC Scheme. It is expected that the users of the manual possess the knowledge of the actual functions that they perform. This manual only provides the guidelines of how to use the system to perform those functions, but not define/prescribe the functions themselves.

1.4 Conventions Used

Some or all of the following format elements are used in this book to distinguish elements of text:

All **Bold** text describes

- Actions performed within the system.
- Any information should be entered by the user, say 'User Name' and 'Password'
- Names of keys, buttons or other screen elements are shown on bold type, for example, Click on '**Submit**', '**Save**'.

Apart from this some other notifications are being used as described below -

2 Note	<i>Provides information that emphasizes or supplements important points of the main text.</i>
I Important Note	<i>Provides information essential to the completion of the task.</i>
J Tip	<i>Provides information that helps you apply the techniques or procedures described in the text to your specific need.</i>
M Caution	<i>Advises you that failure to take or avoid a specified action could result in loss of data.</i>
N Warning	<i>Advises you that failure to take or avoid a specified action could result in physical harm to you or the application or your hardware.</i>

2 ABOUT EMPLOYER REGISTRATION

2.1 Introduction

Employer registration is the first step towards insuring employees coverable under ESIC.

As per ESIC, registration of a factory/establishment with the Employees' State Insurance Corporation is a statutory responsibility of the Employer under Section 2 -A of the Act read with Regulation 10-B. The Employer, in respect of a factory/establishment to which the Act applies for the first time, is liable to furnish to the appropriate Regional Office details within 15 days after the



User Manual -Employer Registration



Act becomes applicable, a declaration of registration in Form 01 (Employers' Registration Form). This is obligatory on part of the Employer.

2.2 Purpose

The main purpose of this module is as follows:

Employer registration by himself
Employer registration by ESIC official
Submission of employer initiated change request
Annual Info return submission by employer
Sub unit registration by employer
Changing employer status by ESIC official
Lock for disabling employer registration
Moving a district from one region to another
Sub unit registration by ESIC official
Cancellation of employer code
Display sub unit details for employer
Display sub unit details for ESIC official
Display employer details for ESIC official
Display EMR for ESIC official
Display Code allotment register for ESIC official

3 LOGIN SCREEN

3.1 Login for the first time

Open the application. Click Sign-Up. Enter the user name and password and click the Login button as shown in the below screen.

3.1.1 Login as Employer

When employer Logins



User Manual -Employer Registration



3.1.2 Login as ESIC Official



Fig 3.1 Login Screen

If the user types his username or password incorrectly, the system will give a message and will not allow to login.



User Manual -Employer Registration



Hindi | English

Welcome

Home About us Write to us Acts ESI Schemes IP Registration Recruitment Tender

ESIC Logo

Employees' State Insurance Corporation

Chinta se Mukti !!

Login

Login: dev246

Password: []

Login as: --Please Select--

Invalid Username/Password/Role

Online Application

ESIC Services are now available online

Welcome to Employees' State Insurance Corporation

Employees State Insurance Corporation, through more than thirty years of changes and innovation, ESI has continued to drive down the cost of alternatives to thermal processing. With over 700 EB systems and thousands of UV systems installed worldwide, ESI is the acknowledged leader in energy curing systems, and remains the only fully integrated company that provides both EB and UV solutions. Important milestones in our history are given below:

- 2005 ESI introduces a smaller and lower cost high voltage Electron Beam system designed for use in new product and process development. They can further be used for pilot purposes and small scale production. [Read More](#)

Search

News & Events

25.05.2009

ESIC starts new "Pensioner's Medical Scheme. This is a Medical scheme that's one of it's kind. This is first time in India that one such scheme has been implemented. The Hon' Director General...."

[Read More](#)

/* the login section has to be modified */

4 Login Landing Page

4.1 Login Landing page for Employer

On successful Login by Employer this page is loaded. This landing page includes the sections -

- Registrations
- Updatons
- Declarations
- Contributions
- Verifications
- Miscellaneous



User Manual -Employer Registration



Registration includes the Links -

- Register with ESIC
- Register your Employees
- List of Declaration.

On clicking the “Register with ESIC” link, it navigates to Employer Main Screen.

4.1.1 Employer Main Screen

On clicking the “Register with ESIC” link, it navigates to Employer Main Screen. If its first time Login then, only the Link “Registration of New Unit” will be enabled.



User Manual -Employer Registration



4.1.2 Type of Unit

On clicking on “Registration of New Unit” link, it navigates to “type_of_unit.aspx”. This page has the provision to select the type of unit as “Factory with Power” or “Factory without Power” or “Shop/Establishment”.



After selecting the type of unit, Employer has to click on Submit button.

4.1.3 Employer Registration

On Submit button click after selecting the type of unit, the Form01 for Employer Registration will be displayed. This Screen includes 4 tabs.

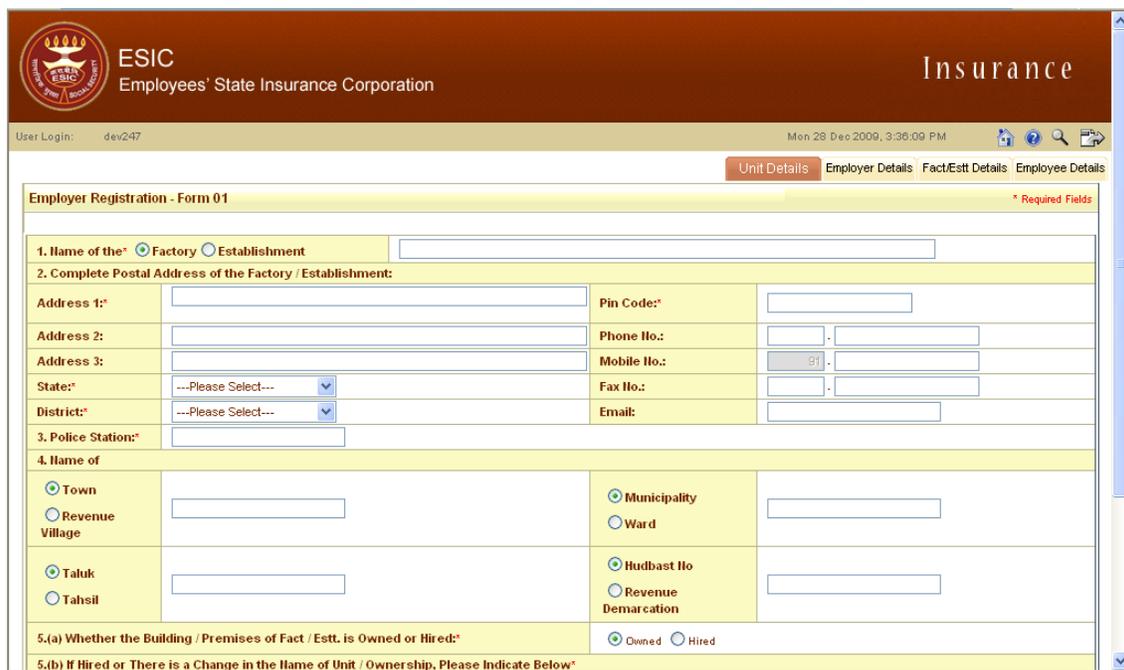
- Unit Details
- Employer Details

- Fact/Estt Details
- Employee Details

4.1.3.1 Unit Details

On clicking the first tab- “Unit Details”, Screen with first part of Form 01 will be loaded. In this Screen employer has to enter the unit details such as Name of Factory/ Establishment, Address of Factory/ Establishment.

View1:



The screenshot shows the 'Unit Details' tab selected in the 'Employer Registration - Form 01' web application. The form contains the following fields and sections:

- 1. Name of the:** Radio buttons for 'Factory' (selected) and 'Establishment'. A text input field follows.
- 2. Complete Postal Address of the Factory / Establishment:**
 - Address 1: Text input field
 - Address 2: Text input field
 - Address 3: Text input field
 - State: Dropdown menu (---Please Select---
 - District: Dropdown menu (---Please Select---
 - Police Station: Text input field
 - Pin Code: Text input field
 - Phone No.: Text input field
 - Mobile No.: Text input field
 - Fax No.: Text input field
 - Email: Text input field
- 3. Name of**
 - Town: Radio button (selected), Revenue Village: Radio button
 - Taluk: Radio button (selected), Tahsil: Radio button
- 4. Name of**
 - Municipality: Radio button (selected), Ward: Radio button
 - Hudbast No: Radio button (selected), Revenue Demarcation: Radio button
- 5.(a) Whether the Building / Premises of Fact / Estt. is Owned or Hired:** Radio buttons for 'Owned' (selected) and 'Hired'.
- 5.(b) If Hired or There is a Change in the Name of Unit / Ownership, Please Indicate Below*** (This section is currently empty).

View2:



User Manual -Employer Registration



1. Name of the* <input checked="" type="radio"/> Factory <input type="radio"/> Establishment		<input type="text"/>	
2. Complete Postal Address of the Factory / Establishment:			
Address 1*:	<input type="text"/>	Pin Code*:	<input type="text"/>
Address 2:	<input type="text"/>	Phone No.:	<input type="text"/> - <input type="text"/>
Address 3:	<input type="text"/>	Mobile No.:	<input type="text"/> 91 - <input type="text"/>
State*:	---Please Select---	Fax No.:	<input type="text"/> - <input type="text"/>
District*:	---Please Select---	Email:	<input type="text"/>
3. Police Station*:		<input type="text"/>	
4. Name of			
<input checked="" type="radio"/> Town	<input type="text"/>	<input checked="" type="radio"/> Municipality	<input type="text"/>
<input type="radio"/> Revenue Village	<input type="text"/>	<input type="radio"/> Ward	<input type="text"/>
<input checked="" type="radio"/> Taluk	<input type="text"/>	<input checked="" type="radio"/> Hudbast Ho	<input type="text"/>
<input type="radio"/> Tahsil	<input type="text"/>	<input type="radio"/> Revenue Demarcation	<input type="text"/>
5.(a) Whether the Building / Premises of Fact / Estt. is Owned or Hired*:		<input checked="" type="radio"/> Owned <input type="radio"/> Hired	
5.(b) If Hired or There is a Change in the Name of Unit / Ownership, Please Indicate Below*			
5.(b)(i) ESI Code No. If Covered Earlier:		<input type="radio"/> Yes <input checked="" type="radio"/> No	
5.(b)(ii) Date from Which Earlier Fact/Estt. Closed Down:		<input type="text"/>	
5.(c) Terms and Conditions Under Which Property Acquired/Taken on Lease (Enclose Copy of Agreement/Relevant Deed):		<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>			

2 **Note:** The next tab can be selected only after entering the mandatory fields in the current tab. For e.g. “Employer Details” can be selected only after entering all the mandatory details under Unit Details tab. This is applicable for all the 4 tabs.

If the user clicks on second tab without entering the mandatory fields in the first tab, user will get the screen with validation errors as in below figure.

		ESIC Employees' State Insurance Corporation		Insurance	
User Login: dev247		Tue 29 Dec 2009, 4:55:51 PM		<input type="button" value="Home"/> <input type="button" value="Help"/> <input type="button" value="Search"/>	
		<input type="button" value="Unit Details"/> <input type="button" value="Employer Details"/> <input type="button" value="Fact/Estt Details"/> <input type="button" value="Employee Details"/>			
* Required Fields					
Employer Registration - Form 01					
1. Name of the* <input type="radio"/> Factory <input checked="" type="radio"/> Establishment		<input type="text"/> Please enter name of Factory / Establishment			
2. Complete Postal Address of the Factory / Establishment:					
Address 1*:	<input type="text" value="street #120"/>	Pin Code*:	<input type="text" value="682503"/>		
Address 2:	<input type="text"/>	Phone No.:	<input type="text"/> - <input type="text"/>		
Address 3:	<input type="text"/>	Mobile No.:	<input type="text"/> 91 - <input type="text"/>		
State*:	Kerala	Fax No.:	<input type="text"/> - <input type="text"/>		
District*:	Ernakulam	Email:	<input type="text"/>		
3. Police Station*:		<input type="text"/> Please Enter Nearest Police Station			
4. Name of					
<input checked="" type="radio"/> Town	<input type="text"/>	<input checked="" type="radio"/> Municipality	<input type="text"/>		
<input type="radio"/> Revenue Village	<input type="text"/>	<input type="radio"/> Ward	<input type="text"/>		
<input checked="" type="radio"/> Taluk	<input type="text"/>	<input checked="" type="radio"/> Hudbast Ho	<input type="text"/>		
<input type="radio"/> Tahsil	<input type="text"/>	<input type="radio"/> Revenue Demarcation	<input type="text"/>		
5.(a) Whether the Building / Premises of Fact / Estt. is Owned or Hired*:		<input checked="" type="radio"/> Owned <input type="radio"/> Hired			



User Manual -Employer Registration



4.1.3.2 Employer Details

On clicking the second tab- "Employer Details", Screen with second part of Form 01 will be loaded. In this page the bank account details, Nature of work, license details etc have to be entered.

ESIC
Employees' State Insurance Corporation

Insurance

User Login: dev246 Tue 29 Dec 2009, 10:40:27 AM

Unit Details **Employer Details** Fact/Estt Details Employee Details

Employer Registration - Form 01 * Required Fields

6. All Operational Bank Accounts Need to be Listed Below

Select*	Account No*	Name of Bank*	Name of the Branch*
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD ROWS REMOVE

7.(a)*
 Income Tax PAN No.
 GIR No

7.(b) Income Tax*
 Ward
 Circle
 Area

8. Is Multinational* Yes No

8.(a) Exact Nature of Work / Business Carried On:

8.(b) Category:

8(c). Whether the process or activity being carried out in your factory has been declared as "hazardous process as per sec. 2 (cb) of the Factories Act, 1948, read with Schedule I of the said Act?" Yes No

9. Date of Commencement of Factory / Estt:*

10.(a) Whether Registered Under
 Factories Shop & Estt Other None

10.(b) Select the Licence and Enter the Details Below*

License No:* **Date:*** **Licensing Authority:***

10.(c) Please Give Which Ever Applicable

	Tax No.	Date	Issuing Authority
Commercial	<input type="text"/>	<input type="text"/>	<input type="text"/>
State Sales:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Central Sales:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>

10.(d) Maximum No. of Persons That Can be Employed on Any One Day, as per License:

Save Submit Clear Cancel

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Only after entering the entire details (at least mandatory fields) user is allowed to go to next tab - “Fact/Estt Details”

4.1.3.3 Factory/Establishment Details



The screenshot shows the 'Employer Registration - Form 01' interface. It includes fields for:

- 11.(a) Date since power used for manufacturing.
- 11.(b) Whether licensed under Section 2(m)(i) or 2(m)(ii).
- 11.(c) Power connection no., sanctioned power load, and issuing authority.
- 12.(a) Constitution of ownership.
- 12.(b) Father's name, age, and address.
- 12.(c) Manager's name, age, and address.
- 13. Address of various offices.

 There are 'Click Here to Enter Details' links for fields 12.(b), 12.(c), and 13. Buttons for Save, Submit, Clear, and Cancel are at the bottom. A disclaimer is visible at the very bottom of the page.

In this Screen 3 links are provided named “Click Here to Enter Details” . Click on the link. A new window will be opened and enter the details accordingly.

4.1.3.3.1 Link1 is to enter personal details like father’s name, age, designation, address of the employer



The screenshot shows a table for entering personal details of the father. The table has columns for:

- Select To Delete
- Principal Employer
- Select*
- Name*
- Age*
- Designation*
- Father's Name*
- Address* (Present and Permanent)

 There is one row with a dropdown menu for 'Select*' and a 'Present' checkbox. Buttons for Add Rows, Delete, Save, and Close are at the bottom.

4.1.3.3.2 Link2 is to enter the details of the manager



User Manual -Employer Registration



Name_Age_Address_Manager - Microsoft Internet Explorer provided by Wipro Technologies

File Edit View Favorites Tools Help

Address: http://10.222.2.250/Esici_v20/Employer/Name_Age_Address_Manager.aspx

ESIC Employees' State Insurance Corporation Insurance

User Login: dev247 Wed 30 Dec 2009, 10:28:29 AM

Name, Age, Present & Permanent Address of Manager * Required Fields

Select To Delete	Name*	Age*	Designation*	Father's Name*	Address*	
					Present	Permanent
<input type="checkbox"/>	<input type="text"/>					

Add Rows Delete Save Close

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Done Internet

4.1.3.3.3 Link3 is to enter the No. of employees and particulars of person responsible for the day to day functioning of the office.



User Manual -Employer Registration



employer_regn_addresses_popup - Microsoft Internet Explorer provided by Wipro Technologies

Address: http://10.222.2.250/Esic_v20/Employer/employer_regn_addresses_popup.aspx

ESIC
Employees' State Insurance Corporation

Insurance

User Login: Wed 30 Dec 2009, 9:30:20 AM

Address / No. of Employees Attached / Responsible Person Particulars * Required Fields

Select to Remove

Address, No of Employees and Person Responsible for Day to Day Functioning Of: * ---Please Select---

Address of the Office

Address 1: Pin Code:

Address 2: Phone No.:

Address 3: Mobile No.:

State: * ---Please Select--- Fax No.:

District: * ---Please Select--- Email:

Person Responsible For Day to Day Functioning of the Office: * No. of Employees: *

Add Row Delete Save Close

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

4.1.3.4 Employee Details

ESIC
Employees' State Insurance Corporation

Insurance

User Login: dev240 Tue 29 Dec 2009, 10:51:25 AM

Unit Details Employer Details Fact/Estt Details **Employee Details**

Employer Registration - Form 01 * Required Fields

14.(a) Whether any Work/Business Carried Out Through: Contractor Immediate Employer None

14.(b) Nature of Work/Business:

15.(a) EPF Code No.:

15.(b) Issuing Authority:

16. No. of Employees Employed for Wages Directly and Through Immediate Employers on the Date of Application (Whether permanent or temporary manual/clerical/supervisor, connected with the administration or purchase of raw materials or distribution or sale of product/service): *

17. Give First Date Since when 10/20** or More Coverable Employees under ESI Act were employed for wages: *

18. Total Wages Paid in the Preceding Month:

19. Employee Declaration Form:

20.(a) Branch Office: * ---Please Select---

20.(b) Inspection Division: * ---Please Select---

I hereby declare that the statement given above is correct to the best of my knowledge and belief. I also undertake to intimate changes, if any, promptly to the Regional Office/Sub-Regional Office, ESI Corporation as soon as such changes take place.

Save Submit Clear Cancel

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.



User Manual -Employer Registration



4.1.3.4.1 Link1 for entering No. of employees employed for wages directly and through immediate employers as on the date of application.

ESIC Employees' State Insurance Corporation Insurance

User Login: dev247 Wed 30 Dec 2009, 10:31:02 AM

Total Number of employees employed for wages directly and through immediate employer/contractor Request * Required Fields

As on date	Total No of Employees			No of employees drawing wages Rs 10000/- or less		
	Male	Female	Total	Male	Female	Total
Employed directly by the principal employer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Through immediate employer/contractor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Close

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

4.1.3.4.2 Link2 for entering total wages paid in the preceding month

ESIC Employees' State Insurance Corporation Insurance

User Login: dev247 Wed 30 Dec 2009, 10:32:27 AM

Total wages paid in the preceding month * Required Fields

	Total Wages	Wages paid to employees drawing wages Rs 10000/- or less
To employees employed directly by the Principal Employer	<input type="text"/>	<input type="text"/>
To employees employed through Immediate employer/Contractor	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

Save Close

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

4.1.3.4.3 Link3 for attaching employees declaration forms.

On clicking this link it will get navigated to a page which asks whether the employee is already registered with ESIC. Also there is a provision for viewing the details .For this user can click on the link "Click here to view the details" on the page.

4.1.3.4.3.1 Track Registered Employees



User Manual -Employer Registration



The screenshot shows the ESIC Insurance portal interface. At the top, there is a header with the ESIC logo and the text "ESIC Employees' State Insurance Corporation" and "Insurance". Below the header, the user login information "User Login: dev247" and the date "Wed 30 Dec 2009, 10:33:48 AM" are displayed. The main content area features a yellow-bordered dialog box titled "Track Registered Employees". Inside the dialog, there is a question "Is the IP already registered:" with radio buttons for "Yes" and "No". The "No" option is selected. Below the question are "Continue" and "Close" buttons. At the bottom of the dialog, there is a blue link that says "Click here to view the details".

If the User clicks 'No' and Clicks "Continue" button then the Form -1 for the Employee Registration will be loaded.

4.1.3.4.3.1.1 Employee Registration

View1:

The screenshot displays the "Employees Registration Form-1" on the ESIC Insurance portal. The form is titled "Employees Registration Form-1" and includes a "Required Fields" indicator. It is divided into several sections:

- Insured Person's Particulars:** Contains fields for "Is IP Disabled:" (radio buttons for Yes/No), "Type of Disability:" (dropdown menu), "Select Certificate:" (text input with "Browse..." and "Upload" buttons), "Name :*" (text input), "Name of*" (radio buttons for Father/Husband), "Date of Birth:*" (text input with a calendar icon), "Marital Status:*" (radio buttons for M/U/W), and "Sex:*" (radio buttons for M/F).
- Present Address:** Contains fields for "Address 1:*", "Address 2:", "Address 3:", "State:*" (dropdown menu), "District:*" (dropdown menu), "Pin Code:*", "Phone No.:", "Mobile No.:" (with a "91" prefix), and "Email:".
- Permanent Address:** Contains fields for "Address 1:*", "Address 2:", "Address 3:", "State:*" (dropdown menu), "Pin Code:*", "Phone No.:", "Mobile No.:" (with a "91" prefix), and "Email:".

 There is a checkbox labeled "Copy Present Address to Permanent Address" located between the Present and Permanent Address sections.



User Manual -Employer Registration



View2:

Address 3:	<input type="text"/>	Mobile No.:	<input type="text"/>
State:*	---Please Select---	Email:	<input type="text"/>
District:*	---Please Select---		
Dispensary Or IMP:	<input checked="" type="radio"/> Dispensary <input type="radio"/> IMP		---Please Select---
Current Employer's Particulars		In case of any Previous employment please fill up the details below:	
Employer's Code No.:	<input type="text"/> <input type="button" value="Check"/>	Employer's Code No.:	<input type="text"/>
Date of Appointment:*	<input type="text"/>	Previous Insurance No.:	<input type="text"/>
Name of the Employer:*	<input type="text"/>	Name of the Employer:*	<input type="text"/>
Address of the Employer		Address of the Employer	
Address 1:*	<input type="text"/>	Address 1:*	<input type="text"/>
Address 2:	<input type="text"/>	Address 2:	<input type="text"/>
Address 3:	<input type="text"/>	Address 3:	<input type="text"/>
State:*	---Please Select---	State:*	---Please Select---
District:*	---Please Select---	District:*	---Please Select---
Pin Code:*	<input type="text"/>	Pin Code:*	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Phone No.:	<input type="text"/> - <input type="text"/>	Phone No.:	<input type="text"/> - <input type="text"/>
Mobile No.:	<input type="text"/> 91 - <input type="text"/>	Mobile No.:	<input type="text"/> 91 - <input type="text"/>
Have Previous Employer:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Details of Nominee :		Enter Details Here	
Family Particulars of Insured Person:		Enter Details Here	
<input type="checkbox"/> I hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes.			
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

2 **Note:** Only if the declaration part is selected, the Submit button will be enabled.

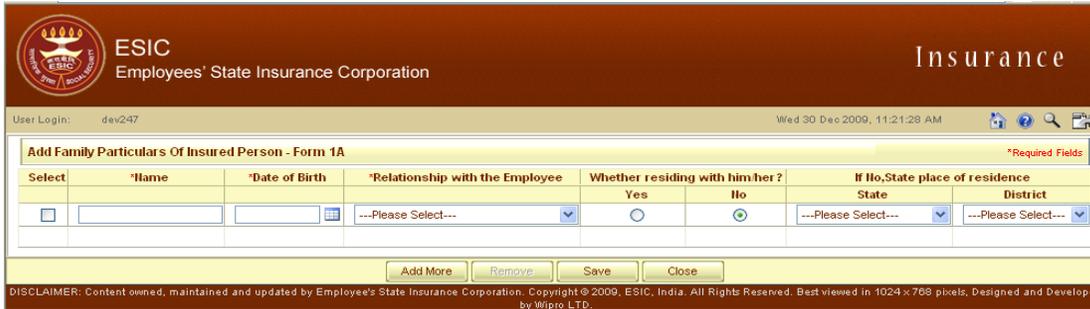
In this page 2 links are there for entering the Nominee details and family particulars of Insured Person respectively.

4.1.3.4.3.1.1.1 Link1 to enter Nominee Details

		ESIC Employees' State Insurance Corporation		Insurance	
User Login: dev247		Wed 30 Dec 2009, 11:21:05 AM			
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 * Required Fields					
Name :*	<input type="text"/>	Relationship with LP :*	---Please Select---		
Percentage Alloted :*	<input type="text"/>				
Address of Nominee					
Address 1 :*	<input type="text"/>	State :*	---Please Select---		
Address 2 :	<input type="text"/>	District :*	---Please Select---		
Address 3 :	<input type="text"/>	Pincode :*	<input type="text"/>		
Phone No.:	<input type="text"/> - <input type="text"/>	Mobile No. :	<input type="text"/> 91 - <input type="text"/>		
<input type="checkbox"/> Select to Update/Delete					
<input type="button" value="Add More"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Close"/>					

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

4.1.3.4.3.1.1.2 Link2 to enter the Family Particulars of the Insured Person



The screenshot shows the ESIC Insurance portal interface. At the top, it displays the ESIC logo and 'Employees' State Insurance Corporation' on the left, and 'Insurance' on the right. Below the header, there is a navigation bar with 'User Login: dev247' and the date 'Wed 30 Dec 2009, 11:21:28 AM'. The main content area is titled 'Add Family Particulars Of Insured Person - Form 1A' and includes a table with the following columns: 'Select', '*Name', '*Date of Birth', '*Relationship with the Employee', 'Whether residing with him/her?' (with 'Yes' and 'No' sub-columns), and 'If No, State place of residence' (with 'State' and 'District' sub-columns). The table contains one row with empty input fields and dropdown menus. Below the table are buttons for 'Add More', 'Remove', 'Save', and 'Close'. A disclaimer at the bottom states: 'DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024x768 pixels, Designed and Developed by Wipro LTD.'

4.1.3.4.3.1.2 Track Registration

If he clicks “Yes”, one section will be displayed asking the Employee Id and Date of Appointment.



The screenshot shows a dialog box titled 'Track Registered Employees' on the ESIC portal. The dialog box has a header with the ESIC logo and 'Employees' State Insurance Corporation'. Below the header, it shows 'User Login: dev247' and the date 'Wed 30 Dec 2009, 11:22:10 AM'. The main content area contains a form with the following sections: 'Track Registered Employees' (with a search bar), 'Is the I.P already registered:' (with 'Yes' and 'No' radio buttons), and 'Enter Details' (with 'Employee's I.P No.:' and 'Date of Appointment:' fields). At the bottom of the dialog box are 'Continue' and 'Close' buttons, and a link that says 'Click here to view the details'.

Only Employee id is mandatory .After entering the details click “Continue” button. Then the Form -1 Screen with the already registered details will be displayed.

View1:



User Manual -Employer Registration



ESIC
Employees' State Insurance Corporation

Insurance

User Login: dev247 Wed 30 Dec 2009, 11:28:15 AM

Employees Registration Form-1 * Required Fields

Insured Person's Particulars

Is IP Disabled: Yes No Type of Disability:

Select Certificate: Browse... Upload

Name: Name of: father Husband

*Date of Birth:

Marital Status*: M U W Sex*: M F

Present Address

Address 1*: Pin Code*:

Address 2: Phone No.: -

Address 3: Mobile No.: -

State*: Email:

District*:

Copy Present Address to Permanent Address

Permanent Address

Address 1*: Pin Code*:

Address 2: Phone No.: -

Address 3: Mobile No.: -

State*: Email:

View2:

State*: Email:

District*:

Dispensary Or IMP: Dispensary IMP

Copy Present Address to Permanent Address: Yes No

Current Employer's Particulars **In case of any Previous employment please fill up the details below:**

Employer's Code No.: Check Employer's Code No.:

*Date of Appointment: Previous Insurance No.:

*Name of the Employer: *Name of the Employer:

Address of the Employer **Address of the Employer**

*Address 1: *Address 1:

Address 2: Address 2:

Address 3: Address 3:

*State: *State:

*District: *District:

*Pin Code: *Pin Code:

Email: Email:

Phone No.: - Phone No.: -

Mobile No.: - Mobile No.: -

Have Previous Employer: Yes No

Details of Nominee: [Enter Details Here](#)

Family Particulars of Insured Person: [Enter Details Here](#)

I Herby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes.

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels. Designed and Developed by Wipro LTD.

2 **Note:** Only if the declaration part of Form-1 is selected, the Update button will be enabled.



User Manual -Employer Registration



State:	Tamil Nadu	Email:	
District:	Ariyalur		
Dispensary Or IMP:	<input checked="" type="radio"/> Dispensary <input type="radio"/> IMP		---Please Select---
Copy Present Address to Permanent Address:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Current Employer's Particulars		In case of any Previous employment please fill up the details below:	
Employer's Code No.:	52001000120000101 <input type="button" value="Check"/>	Employer's Code No.:	
*Date of Appointment:	02/12/2009	Previous Insurance No.:	
*Name of the Employer:	M/S Factory without power	*Name of the Employer:	
Address of the Employer		Address of the Employer	
*Address 1:	S	*Address 1:	
Address 2:	S	Address 2:	
Address 3:	D	Address 3:	
*State:	Tamil Nadu	*State:	---Please Select---
*District:	Ariyalur	*District:	---Please Select---
*Pin Code:	454346	*Pin Code:	
Email:	AA@DFDF.CI	Email:	
Phone No.:	64565 - 55454345	Phone No.:	
Mobile No.:	91 - 3545454545	Mobile No.:	91 -
Have Previous Employer:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Details of Nominee :	Enter Details Here		
Family Particulars of Insured Person:	Enter Details Here		
<input checked="" type="checkbox"/> I hereby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes.			
<input type="button" value="Update"/>			

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024x768 pixels, Designed and Developed by Wipro LTD.

4.1.4 Employer Main Screen

After entering some data user can temporarily save the data by clicking the "Save" button. In the Next Login he will get the "Employer Main" page with the link "Continue Pending Registration" instead of "Registration of new unit" link enabled(Figure 4.1.4.a).

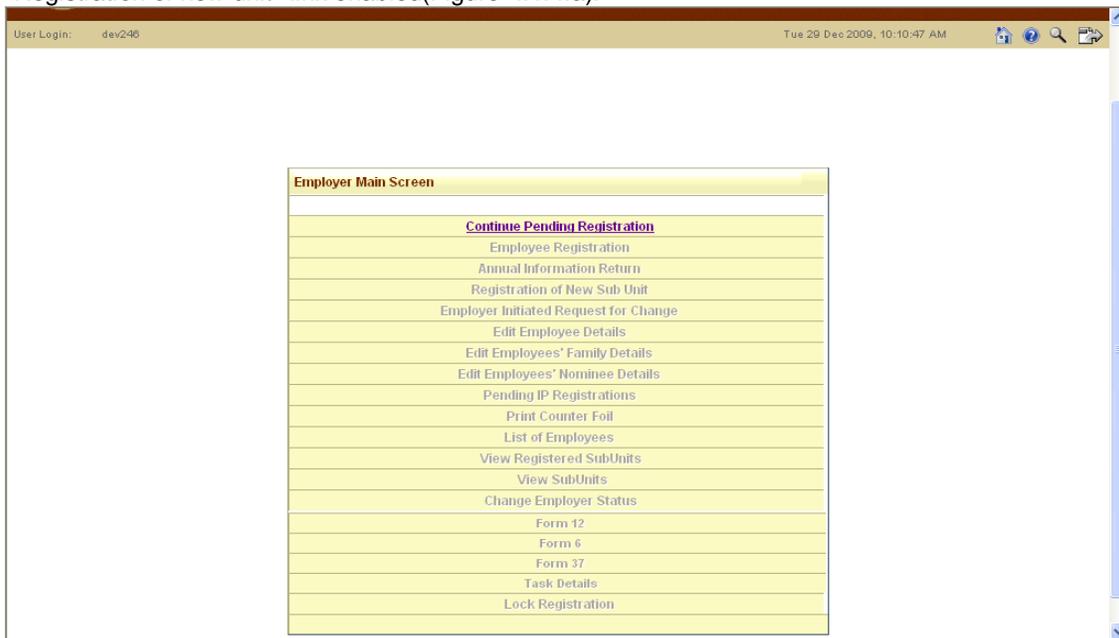


Figure 4.1.4.a

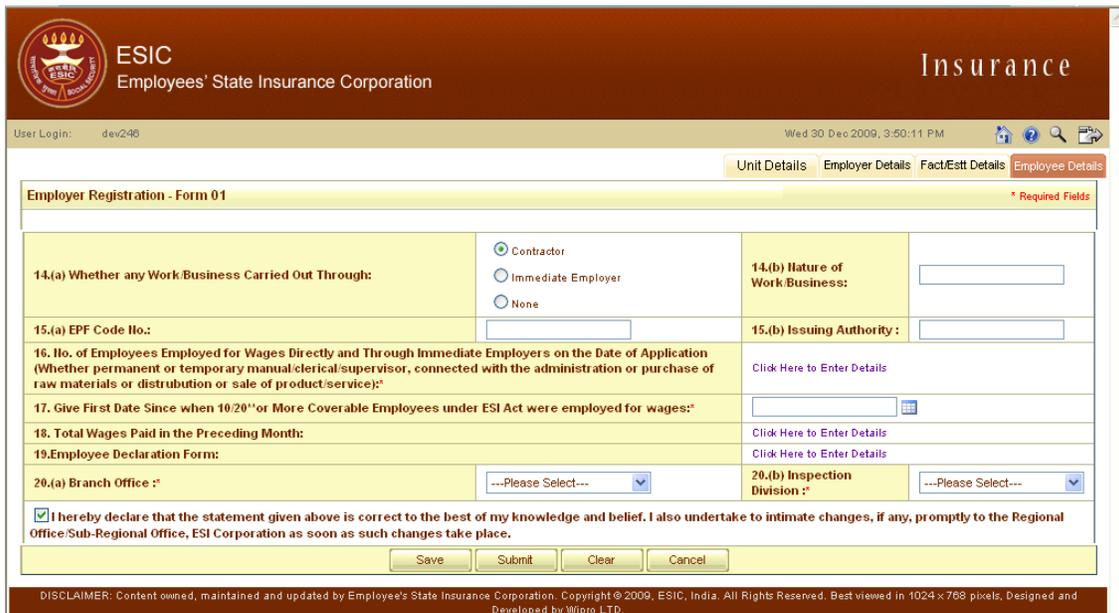
On clicking on this link it will get navigated to the employer registration screen –Form01 with the previously saved data.

4.1.5 Continue Employer Registration

The under each tab the data entered so far will be displayed. Refer figure 4.1.5.a

Figure 4.1.5.a

He can then complete it and Click “Submit” button in the last tab for submitting the Form.



ESIC Employees' State Insurance Corporation Insurance

User Login: dev246 Wed 30 Dec 2009, 3:50:11 PM

Unit Details Employer Details Fact/Estt Details Employee Details

Employer Registration - Form 01 * Required Fields

14.(a) Whether any Work/Business Carried Out Through: Contractor Immediate Employer None

14.(b) Nature of Work Business:

15.(a) EPF Code No.:

15.(b) Issuing Authority:

16. No. of Employees Employed for Wages Directly and Through Immediate Employers on the Date of Application (Whether permanent or temporary manual-clerical/supervisor, connected with the administration or purchase of raw materials or distribution or sale of product/service): [Click Here to Enter Details](#)

17. Give First Date Since when 10/20" or More Coverable Employees under ESI Act were employed for wages:

18. Total Wages Paid in the Preceding Month: [Click Here to Enter Details](#)

19. Employee Declaration Form: [Click Here to Enter Details](#)

20.(a) Branch Office :*

20.(b) Inspection Division :*

I hereby declare that the statement given above is correct to the best of my knowledge and belief. I also undertake to intimate changes, if any, promptly to the Regional Office/Sub-Regional Office, ESI Corporation as soon as such changes take place.

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Figure 4.1.5.b

2 **Note:** Only if the declaration part in the last tab -"Employee Details" of Form-1 is selected, the Submit button will be enabled.

4.1.6 Registration Success Message

If the registration succeeds the Success Message is displayed with the ESIC Code Number.



ESIC Employees' State Insurance Corporation Insurance

User Login: dev247 Wed 30 Dec 2009, 2:47:17 PM

Registration > Employer Registration > Success

Confirmed Registration with ESIC

You have been **Successfully Registered** with ESIC with **Code Number** 54001236660001302

Form C11 will be Send to your Email Id shortly

[Pay Initial Contribution](#)

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Figure 4.1.6

After viewing the message user can click on the "Ok" button. It will get navigated to the employer main screen with rest of the options enabled.

User can also click the "Pay Initial Contribution" Link and pay the advance contribution.

4.1.7 Registration Failure Message



Figure 4.1.6

User can navigate to the home page by clicking on the “Home” Link

4.1.8 Employer Main Screen

On clicking OK button on Registration Success Screen, it navigates to this employer main screen.



Figure 4.1.7

4.1.9 Employee Registration

On click on the Employee Registration link it will get navigated to the Track Employee Registration Screen. This will be explained in depth in the employee registration document.

4.1.10 Annual Information Return

On Clicking the “Annual Information Return” Link in the employer main screen, it will get navigated to the Annual Information Return-Form01A Screen

Annual Information Return must be submitted by the Employer using Form 01A. This information is requested from the Employer to keep his records up-to-date. The form requests the reason for change which will be captured during the change transaction. This form has to be submitted by 31st of January every year. Upon updating the new information, the old information will not be deleted but retained as history

It is given under 2 tabs –Address Details & Other Details

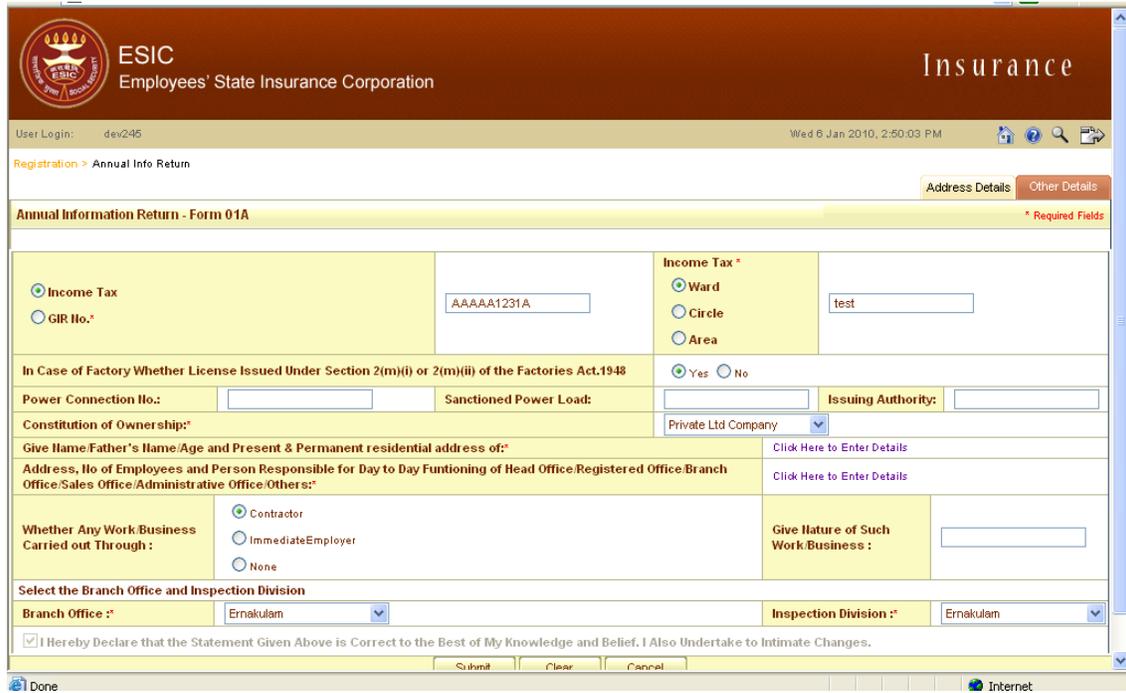
4.1.10.1 Address Details

View 1:

Figure 4.1.9.1

4.1.10.2 Other Details

View 1:



ESIC Employees' State Insurance Corporation Insurance

User Login: dev245 Wed 6 Jan 2010, 2:50:03 PM

Registration > Annual Info Return

Annual Information Return - Form 01A * Required Fields

Income Tax GIR No.*

AAAAAA1231A

Income Tax *

Ward Circle Area

test

In Case of Factory Whether License Issued Under Section 2(m)(i) or 2(m)(ii) of the Factories Act.1948 Yes No

Power Connection No.: Issuing Authority:

Sanctioned Power Load:

Constitution of Ownership:* Private Ltd Company

Give Name/Father's Name/Age and Present & Permanent residential address of:* [Click Here to Enter Details](#)

Address, No of Employees and Person Responsible for Day to Day Functioning of Head Office/Registered Office/Branch Office/Sales Office/Administrative Office/Others:* [Click Here to Enter Details](#)

Whether Any Work/Business Carried out Through :

Contractor Immediate Employer None

Give Nature of Such Work/Business :

Select the Branch Office and Inspection Division

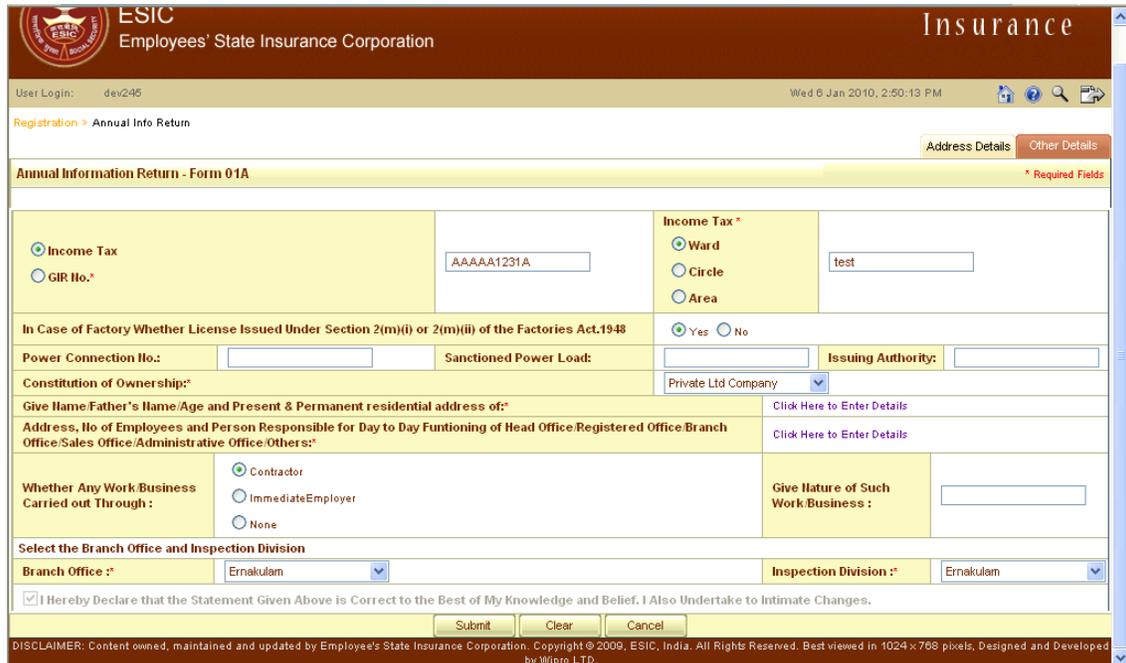
Branch Office :* Ernakulam Inspection Division :* Ernakulam

I Herby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes.

Submit Clear Cancel

Figure 4.1.9.2.a

View 2:



ESIC Employees' State Insurance Corporation Insurance

User Login: dev245 Wed 6 Jan 2010, 2:50:13 PM

Registration > Annual Info Return

Annual Information Return - Form 01A * Required Fields

Income Tax GIR No.*

AAAAAA1231A

Income Tax *

Ward Circle Area

test

In Case of Factory Whether License Issued Under Section 2(m)(i) or 2(m)(ii) of the Factories Act.1948 Yes No

Power Connection No.: Issuing Authority:

Sanctioned Power Load:

Constitution of Ownership:* Private Ltd Company

Give Name/Father's Name/Age and Present & Permanent residential address of:* [Click Here to Enter Details](#)

Address, No of Employees and Person Responsible for Day to Day Functioning of Head Office/Registered Office/Branch Office/Sales Office/Administrative Office/Others:* [Click Here to Enter Details](#)

Whether Any Work/Business Carried out Through :

Contractor Immediate Employer None

Give Nature of Such Work/Business :

Select the Branch Office and Inspection Division

Branch Office :* Ernakulam Inspection Division :* Ernakulam

I Herby Declare that the Statement Given Above is Correct to the Best of My Knowledge and Belief. I Also Undertake to Intimate Changes.

Submit Clear Cancel

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Figure 4.1.9.2.b

After entering the entire details user has to click on “Submit” button to submit the form.

When this form is submitted, it is checked if it is an address change.
 If the address change requires a change in the Region – then the Employer is asked to re-register again. The new registration code no. will be linked to old registration no., to trace the history of the Employer.

If there is no change in the Region, then it is checked if there needs to be a change in Branch Office and Inspection Division. If yes, then it is done so and the respective Employer, old and new Branch Offices and Inspection Divisions are notified.

4.1.10.3 Annual Information Submission Success Message



Figure 4.1.9.3

If the user clicks Ok, it will get navigated to the Employer Main Screen.

Failure to file the Annual Information return will result in a note letter being sent as a warning by the respective R.O./S.R.O. The Employer is requested to submit the returns within 15 days. If he fails to submit again, then a show cause notice is sent to him. Copies of the note letter and show cause notice are also sent to the Inspector.

4.1.10.4 Annual Information Re- Submission Message

After the submission, If the link is clicked again then the below message will be shown .



Figure 4.1.9.5



User Manual -Employer Registration



On clicking the OK button it will get navigated to the employer main page.



4.1.11 Registration of new sub unit

On Clicking on “Registration of new sub unit” link in the employer main page, it will get navigated to Sub unit Registration page.

When a registered Unit has another sub -unit dealing with Marketing, Sales or Administration, the sub -unit is also required to be registered under ESIC. Upon registration of such a sub -unit, a Sub-Code is generated. Sub-code should be issued only by the region where sub -unit is situated. As the main unit is already registered under ESIC, no eligibility checks are performed. Once the form is accepted the Sub-Code is generated and the Employer notified of the same by e-mail or post, as requested.

This page includes 2 tabs - “Address details” & “Other details”.

4.1.11.1 Address Details

Figure 4.1.10.1

4.1.11.2 Other Details

Figure 4.1.10.2

4.1.11.3 Sub Unit Registration Success Message



Figure 4.1.11

4.1.12 Employer Initiated Change Request

On clicking the “Employer Initiated Change Request” Link on the employer main screen, it will get navigated to Form 01 C provided by ESIC. If the Employer wishes to inform a change in his registered details, he can make use of this form.

Along with the changes he has to submit the necessary documents as proof.

View1:

The screenshot displays the "Employer Initiated Change Request" form (Form-01 C) on the ESIC Insurance portal. The header includes the ESIC logo and "ESIC Employees' State Insurance Corporation" and "Insurance". The user login is "dev247" and the date/time is "Wed 30 Dec 2009, 3:20:40 PM". The form title is "Employer Initiated Request for Changes in Registered Details - Form-01 C" with a note for "Required Fields". The form contains several sections:

- Select a Property to Edit:** A dropdown menu with "Please Select" and an "Edit" button.
- Name of the:** Radio buttons for "Factory" and "Establishment" (selected), followed by a text input field containing "sffas".
- Complete Postal Address of Factory/Establishment:** A grid of input fields for:
 - Address 1: street #120
 - Address 2: (empty)
 - Address 3: (empty)
 - State: Kerala (dropdown)
 - District: Ernakulam (dropdown)
 - Police Station: adrrrrrrrrrrrrrrrr
 - Pin Code: 682503
 - Phone No.: (empty)
 - Mobile No.: 91 (empty)
 - Fax No.: (empty)
 - Email: (empty)
- Name Of:** Radio buttons for "Town", "Municipality", "Taluk", "Ward", "Tahsil", and "Revenue Demarcation".
- Constitution of Ownership:** A dropdown menu with "Public Ltd Company" selected.

Figure 4.1.11.a

View2:



The screenshot shows a web-based registration form for ESIC. The form is titled "Complete Postal Address of Factory/Establishment". It contains several sections:

- Address Fields:** Address 1 (street #120), Address 2, Address 3, State (Kerala), District (Ernakulam), and Police Station (adfffffftttt).
- Contact Fields:** Pin Code (682503), Phone No., Mobile No. (81), Fax No., and Email.
- Name Of:** Radio buttons for Town, Revenue Village, Taluk, and Tahsil. Also, radio buttons for Municipality, Ward, Hudbast No, and Revenue Demarcation.
- Constitution of Ownership:** A dropdown menu showing "Public Ltd Company".
- Details of Bank Account:** A table with columns for Select, Account No (222), Name of Bank (fddsf), and Name of the Branch (sddf). Buttons for "Add Rows" and "Remove" are present.
- Select the Branch and Inspection Division:** Branch Office (Ernakulam) and Inspection Division (Ernakulam).
- Proof of Change:** A field for "Attach Proof Of Change Here:" with a "Browse..." button.

At the bottom of the form, there are "Submit" and "Cancel" buttons. A disclaimer at the very bottom reads: "DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD."

Figure 4.1.11.b

After entering all the details, user has to click on the "Submit" button to submit the entire details.

After verification & Approval of submitted data, the previous data is stored as history and new changes updated. A confirmation of the change is also notified to the Employer via e-mail or post, as requested.

4.1.12.1 Employer Initiated Change Request- Success Message

On successful submission of change request the following success message will be displayed.



Figure 4.1.11.1



User Manual -Employer Registration



4.1.13 Edit Employee Details

This Page is to modify IP details. This will be explained in depth in employee registration document.

4.1.14 Edit Employee's Family Details

This Page is to modify employee's family member details. This will be explained in depth in employee registration document.

4.1.15 Edit Employee's Nominee Details

This Page is to modify employee's nominee details. This will be explained in dept h in employee registration document.

4.1.16 Pending IP Registrations

This Page is to view employee registration status . This will be explained in depth in employee registration document.

4.1.17 Print Counter Foil

This Page is to print registered employee's counter foils. This will be explained in depth in employee registration document.

4.1.18 List of Employees

This Page is to list the employees. This will be explained in depth in employee registration document.

4.1.19 View Registered Sub Unit

*/*This Link is not working*/*

4.1.20 View all details entered during registration

On clicking on the link "View all details entered during registration" in employer main page it will navigates to the search page Refer fig 4.1.19.a.

In this page the employer code is automatically displayed and there is a provision to enter the factory name. Click on "View Details" button. The details will be displayed in the same screen. Refer fig 4.1.19.b.

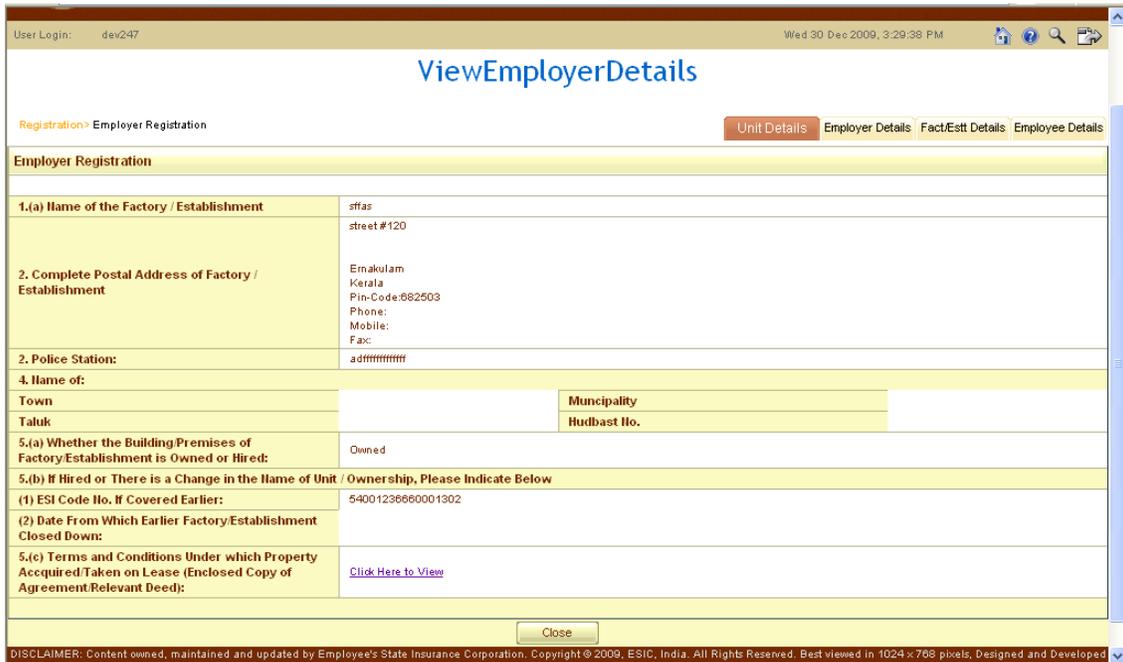


Figure 4.1.19.a



Figure 4.1.19.b

If the user wants to view the registration details of the employer, then click on the “View” link in the View Employer column. On clicking the view link it will get navigated to the employer registration – Form 01 view page. Refer Figure 4.1.19.c.



User Login: dev247 Wed 30 Dec 2009, 3:29:38 PM

ViewEmployerDetails

Registration > Employer Registration [Unit Details](#) [Employer Details](#) [Fact/Estt Details](#) [Employee Details](#)

Employer Registration

1.(a) Name of the Factory / Establishment	sfas street #120		
2. Complete Postal Address of Factory / Establishment	Eralakulam Kerala Pin-Code:682503 Phone: Mobile: Fax:		
2. Police Station:	admmmmmmmm		
4. Name of:			
Town		Municipality	
Taluk		Hudbast No.	
5.(a) Whether the Building/Premises of Factory/Establishment is Owned or Hired:	Owned		
5.(b) If Hired or There is a Change in the Name of Unit / Ownership, Please Indicate Below			
(1) ESI Code No. If Covered Earlier:	54001236660001302		
(2) Date From Which Earlier Factory/Establishment Closed Down:			
5.(c) Terms and Conditions Under which Property Acquired Taken on Lease (Enclosed Copy of Agreement/Relevant Deed):	Click Here to View		

[Close](#)

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright© 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels; Designed and Developed

Figure 4.1.19.c

Similarly data will be shown in all the 4 tabs. After viewing all the details click “Close button”.

4.2 Login landing page for ESIC Official



Hindi | English

Welcome

Home About us Write to us Acts ESI Schemes IP Registration Recruitment Tender



Chinta se Mukti !!

Welcome to Employees' State Insurance Corporation

Employees State Insurance Corporation, through more than thirty years of changes and innovation, ESI has continued to drive down the cost of alternatives to thermal processing. With over 700 EB systems and thousands of UV systems installed worldwide, ESI is the acknowledged leader in energy curing systems, and remains the only fully integrated company that provides both EB and UV solutions. Important milestones in our history are given below:

- 2005 ESI introduces a smaller and lower cost high voltage Electron Beam system designed for use in new product and process development. They can further be used for pilot purposes and small scale production. [Read More](#)

Login

Login:

Password:

Login as:

[Login](#)

Online Application

ESIC Services are now available online

Search [Search](#)

News & Events

25.05.2009

ESIC starts new "Pensioner's Medical Scheme. This is a Medical scheme that's one of it's kind. This is first time in India that one such scheme has been implemented. The Hon' Director General...."

[Read More](#)

In Case of Successful ESIC Official Login, it will get navigated to the Landing Page in Figure 4.2.



Figure 4.2

4.2.1 Employer Main Screen

This is the employer main page with all the links for the ESIC Official enabled. "Annual Information Return" Link which is used in the employer login will be disabled in ESIC Official login. Also Task details link which is disabled in Employer Login will be enabled in ESIC Official login. So here the user can view tasks assigned to him by using this link.



4.2.2 Registration of new unit

On clicking this link it will get navigated to a page for selecting the mode of employer registration. Refer figure 4.2.2.



Figure 4.2.2

On clicking on “**Continue**” button the registration process happens. Registration process is same as in employer login. Refer **Registration of Unit** section for Employer login (Section 4.1.2 - 4.1.7).

4.2.3 Employee Registration

This link can be used to register employees. This Registration process is also same as the employee registration in Employer Login Refer section 4.1.8. The only difference is in Track Registration screen which comes immediately after this link click. In this Screen since the user is ESIC Official he has to enter the Employer /Subunit Code also. Refer figure 4.2.3

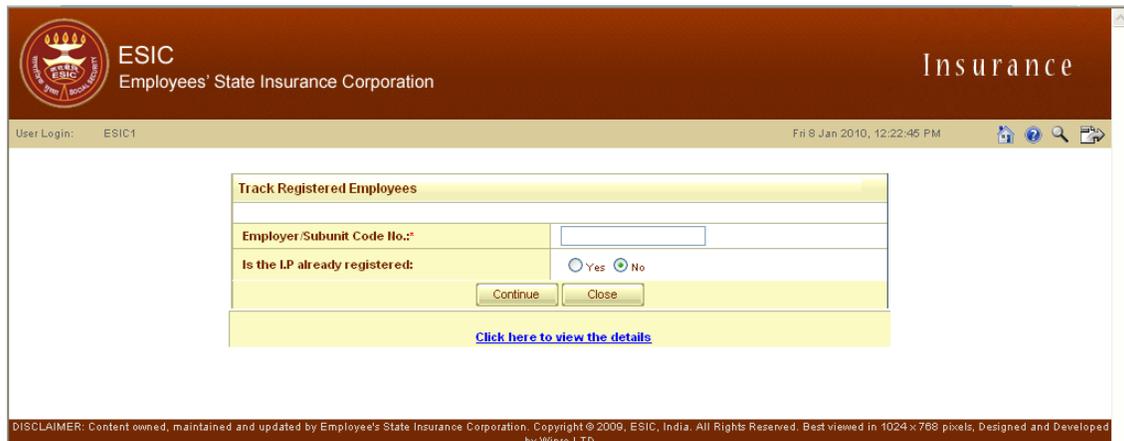


Figure 4.2.3

4.2.4 Registration of New Sub Unit

On clicking this link it will get navigated to sub unit Registration Screen. This is same as the sub unit registration in Employer Login. Refer 4.1.10 – 4.1.10.3

4.2.5 Employer Initiated Request for Change

On clicking this link it will get navigated to employer initiated request for change Screen. Refer 4.1.11 – 4.1.11.1

4.2.6 Edit Employee Details

On clicking this link it will get navigated to the “Edit Employee Details” Page. This Page is to modify IP details. This will be explained in depth in employee registration document.

4.2.7 Edit Employee’s Family Details

On clicking this link it will get navigated to the “E dit Employee’s Family Details” Page. This Page is to modify employee’s family member details. This will be explained in depth in employee registration document.

4.2.8 Edit Employee’s Nominee Details

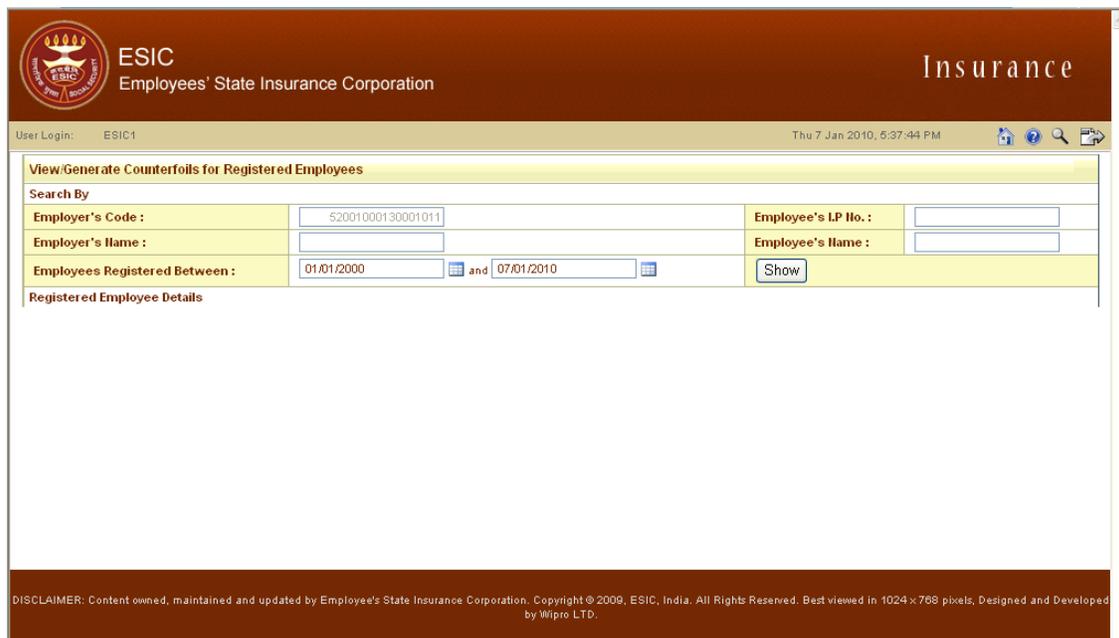
On clicking this link it will get navigated to the “Edit Empl oyee’s Nominee Details” Page. This Page is to modify employee’s nominee details. This will be explained in depth in employee registration document.

4.2.9 Pending IP Registrations

On clicking this link it will get navigated to the “Pending IP Registrations” Pag e. This Page is to view employee registration status. This will be explained in depth in employee registration document.

4.2.10 Print Counter Foil

On clicking this link it will get navigated to the “Counter Foil” Page. This Page is to print registered employee’s counter foils. This will be explained in depth in employee registration document.



The screenshot shows the ESIC Insurance portal interface. At the top, there is a header with the ESIC logo and the text 'ESIC Employees' State Insurance Corporation' and 'Insurance'. Below the header, there is a navigation bar with 'User Login: ESIC1' and the date 'Thu 7 Jan 2010, 5:37:44 PM'. The main content area is titled 'View/Generate Counterfoils for Registered Employees'. It contains a search form with the following fields:

Search By		
Employer's Code :	<input type="text" value="52001000130001011"/>	Employee's LP No. : <input type="text"/>
Employer's Name :	<input type="text"/>	Employee's Name : <input type="text"/>
Employees Registered Between :	<input type="text" value="01/01/2000"/> and <input type="text" value="07/01/2010"/>	<input type="button" value="Show"/>

Below the search form, there is a section titled 'Registered Employee Details' which is currently empty. At the bottom of the page, there is a disclaimer: 'DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.'

4.2.11 List of Employees

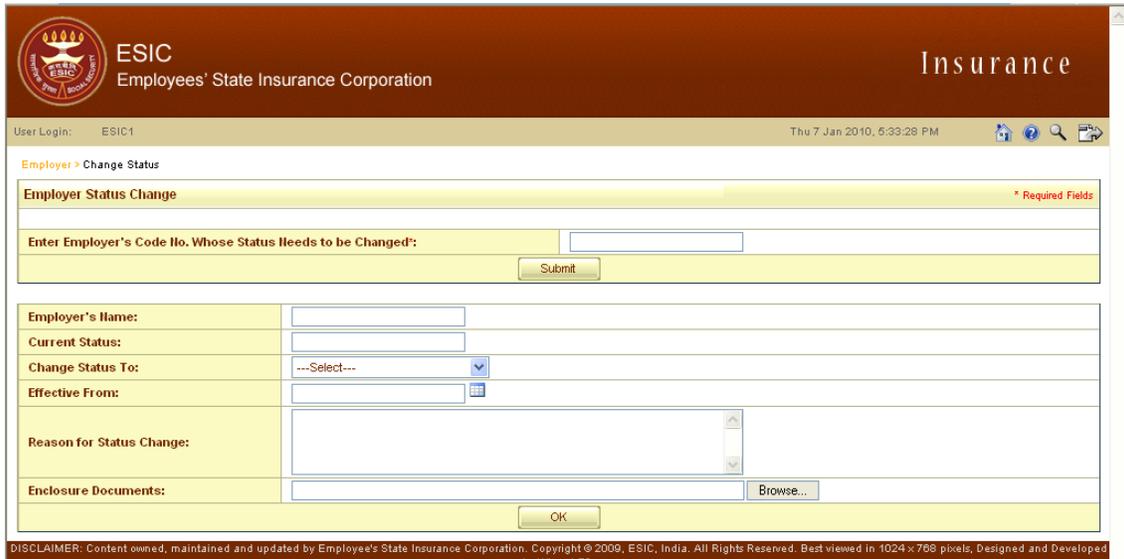
On clicking this link it will get navigated to the Page which list the employees. This will be explained in depth in employee registration document.

4.2.12 View Sub Units

/ to be updated*/*

4.2.13 Change Employer Status

Click on “Change Employer Status” link .It will get navigated to the change employer status page. Here the ESIC official can change the status of Employer. Refer Figure 4.2.13



The screenshot shows the ESIC Insurance portal interface. At the top, there is a navigation bar with the ESIC logo, the text 'ESIC Employees' State Insurance Corporation', and the word 'Insurance'. Below this, a user login bar shows 'User Login: ESIC1' and the date 'Thu 7 Jan 2010, 5:33:28 PM'. The main content area is titled 'Employer > Change Status' and contains a form for 'Employer Status Change'. The form includes a text input field for 'Enter Employer's Code No. Whose Status Needs to be Changed:' with a 'Submit' button below it. Below this are several rows of form fields: 'Employer's Name:' (text input), 'Current Status:' (text input), 'Change Status To:' (dropdown menu), 'Effective From:' (calendar icon), 'Reason for Status Change:' (text area), and 'Enclosure Documents:' (text input with a 'Browse...' button). At the bottom of the form is an 'OK' button. A disclaimer is visible at the very bottom of the page.

Figure 4.2.13

4.2.14 Search Employer

To Search an employer ESIC Official uses this link. Here he has to enter employer code, Factory name and region name .Only region name is mandatory. Refer Figure 4.2.14.a



The screenshot shows the ESIC Insurance portal interface for the 'Search Employer' function. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Staff Menu > Search Employer' and contains a form for 'Search an Employer'. The form has three input fields: 'Employer Code:', 'Factory Name:', and 'Region Name:'. The 'Region Name:' field has a dropdown menu with the text '---Please select---'. A 'Search' button is located below the input fields. Below the search form is an 'Employer Details' section with a 'Close' button. A disclaimer is visible at the bottom of the page.

Figure 4.2.14.a

After the **Search** button click, the details like employer code, Name of Factory, Region Name will be viewed below in tabular structure. Refer Figure 4.2.14.b

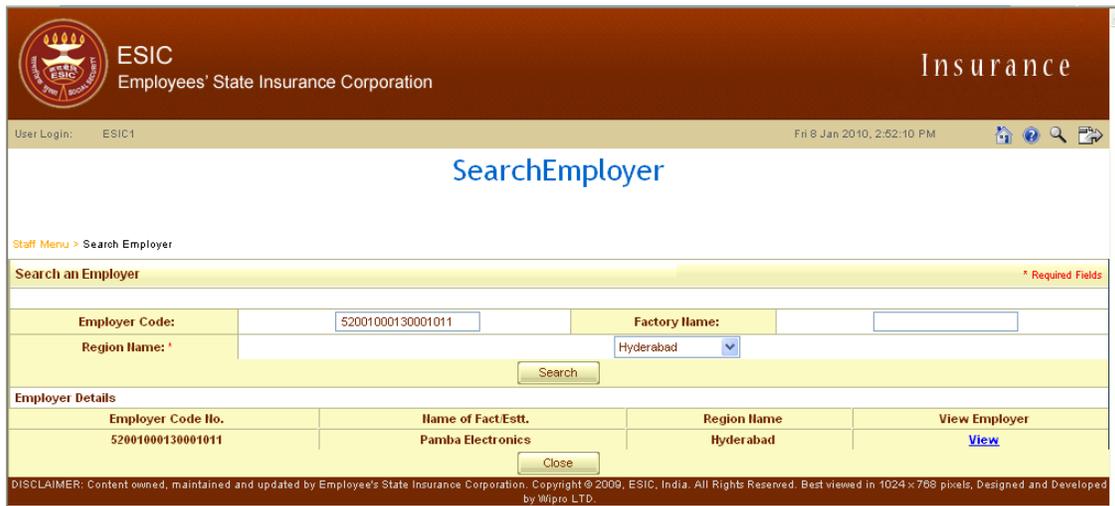


Figure 4.2.14.b

By clicking the “View” link in the View Employer column, it will get navigated to the View page of employer registration screen with 4 tabs. Under each tab the details of the particular employer will be displayed. The view pages are given in figure 4.2.14.c, figure 4.2.14.d , figure 4.2.14.e and figure 4.2.14.f.



Figure 4.2.14.c



User Manual -Employer Registration



User Login: ESIC1 Fri 8 Jan 2010, 2:53:06 PM

ViewEmployerDetails

Registration > Employer Registration Unit Details **Employer Details** Fact/Estt Details Employee Details

Employer Registration

6. All Operational Bank Accounts needed to be listed below

Account Number:	4567	Name of the Bank:	HDFC	Name of the Branch:	Kochi
-----------------	------	-------------------	------	---------------------	-------

Gir No:	HJKL03456L				
Area	hyd				
8. Is Multinational:	No				
8.(a) Exact Nature of Work/Business Carried On:	Commercial Establishments				
9. Date of Commencement of Factory / Establishment:	12/5/1995 12:00:00 AM				
10.(a) Whether Registered Under Factories / Shop & Estt / Other (Please Specify)	Other				
10.(b) Select the Licence and Enter the Details Below:	Factory License No.				
License No.:	4563	Date:	12/7/2009 12:00:00 AM	Licensing Authority:	Hyd

10.(c) Please Give Which Ever Applicable

Tax Type.	Tax No.	Date	Issuing Authority
Commercial:	-	-	-
State Sales:	-	-	-
Central Sales:	-	-	-
Any Other:	-	-	-

10.(d) Maximum No. of Persons That can be Employed on Any One Day, as Per License: 0

[Close](#)

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Figure 4.2.14.d

Registration > Employer Registration Unit Details Employer Details **Fact/Estt Details** Employee Details

Employer Registration

11. Whether Power is used For Manufacturing Process as per Section-2(k) of the Factory Act: No

11.(a) If So, Since when: 12/1/1989 12:00:00 AM

11.(b) In case of Factory Whether Licensed Issued Under Section 2(m)(i) or 2(m)(ii) of the Factories Act.1948: No

11.(c) Power Connection No.: 34 Sanctioned Power Load: 45 Issuing Authority: Hyd

12.(a) Constitution of Ownership: Private Ltd Company

12.(b) Give Name, Father's Name, Age and present & permanent residential address of:

Name:	Sasi	Father's Name:	Nair
Designation:	MD	Age:	56
Present Address:	Hyderabad	Permanent Address:	Kottayam

12.(c) Name, Father's Name, Age, Present and Permanent Address of the Manager Declared Under the Factories Act:

Name:	Sarala	Father's Name:	Hari
Designation:	MD	Age:	45
Present Address:	Hyderabad	Permanent Address:	Banglore

13. Address(es), No of Employees Attached With Each such Office and Person Responsible For The Office of The:

Address1:	Banglore	Fax Number:	-
Address2:		Phone Number:	-
Address3:		Mobile Number:	
State:	Karnataka	Office Type:	3
District:	Bangalore	No. of Employees:	56
Pin Code:	434666	Person Responsible:	PM

[Close](#)

Figure 4.2.14.e

Click on a particular task then the corresponding details will come on the right side of the screen. For e.g. If the user clicks on the task -Form01 Approval ,then the employer Codes which are yet to be approved will be listed on the right side of the screen. Refer Figure 4.2.15.a

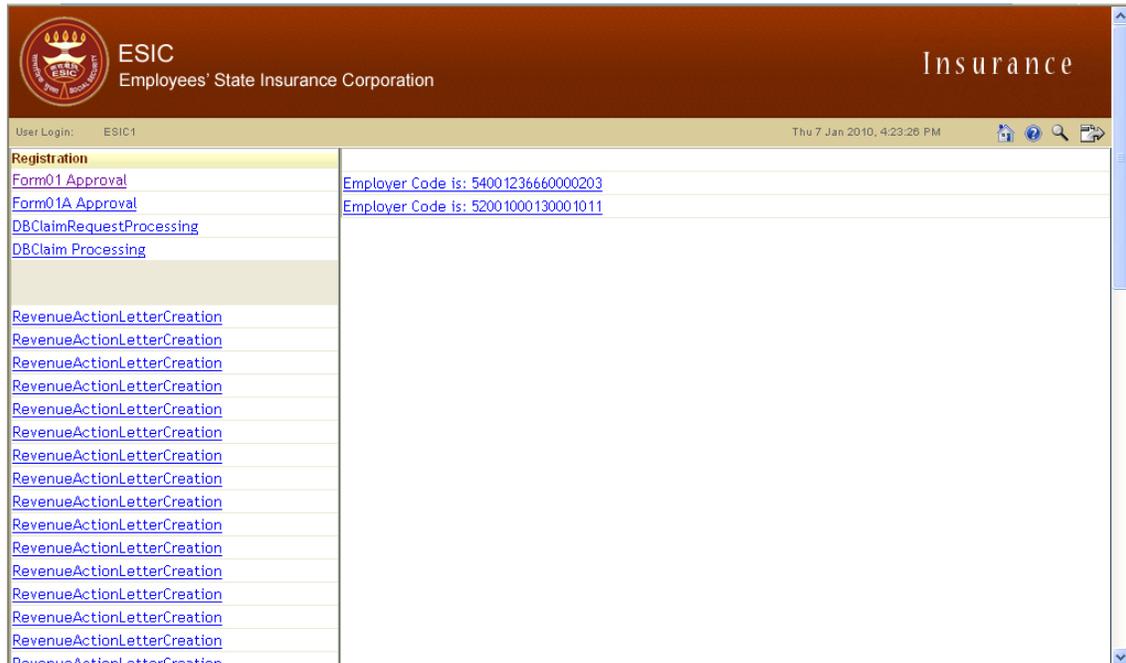


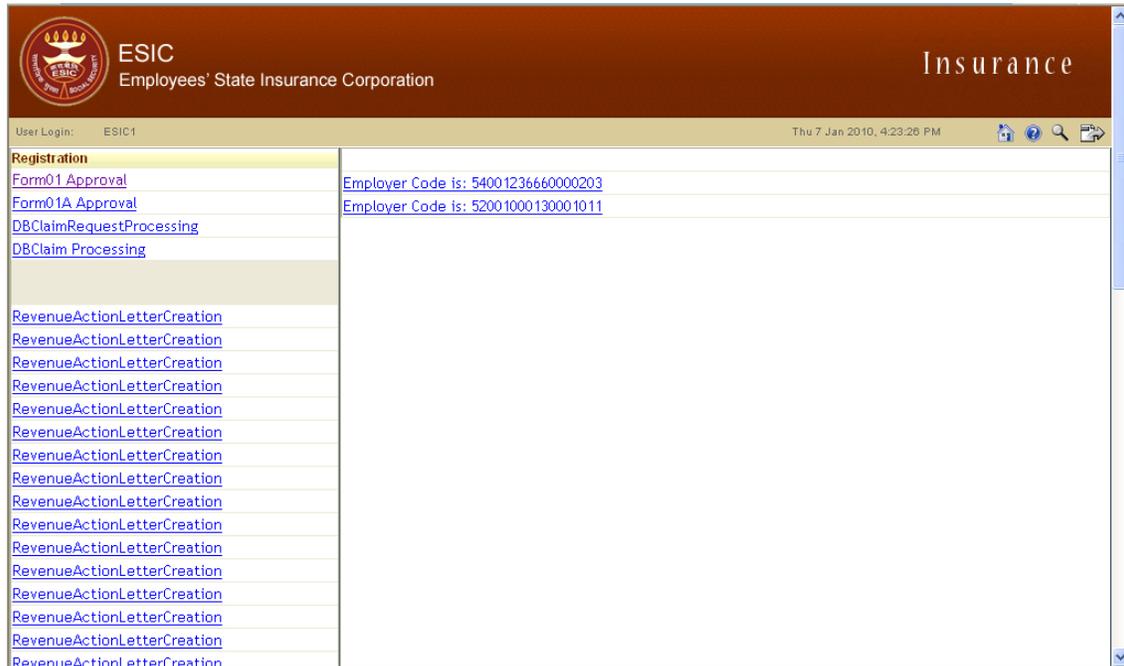
Figure 4.2.15.a

User can click on the Employer Code one by one & can do the Approval /Reject Task.

By clicking one particular employer code, it will get navigated to the Form01 Screen which has details under 4 tabs. By clicking each tab the user can view the details.



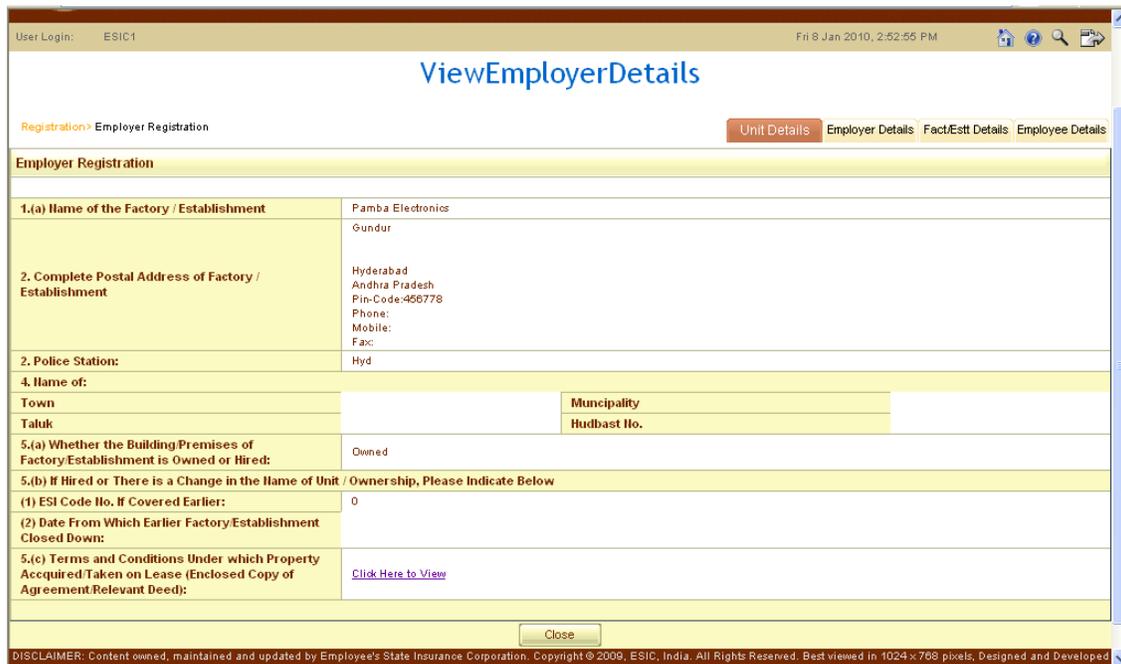
User Manual -Employer Registration



4.2.15.1 Form 01 Approval Task

Details of that particular Employer can be viewed by clicking the tabs- Unit Details, Employer Details, Fact/Estt Details and Employee Details.

4.2.15.1.1 Unit Details Tab



ViewEmployerDetails

Registration > Employer Registration Unit Details | Employer Details | Fact/Estt Details | Employee Details

Employer Registration

1.(a) Name of the Factory / Establishment	Pamba Electronics Gundur		
2. Complete Postal Address of Factory / Establishment	Hyderabad Andhra Pradesh Pin-Code:456778 Phone: Mobile: Fax:		
2. Police Station:	Hyd		
4. Name of:			
Town		Municipality	
Taluk		Hudbast No.	
5.(a) Whether the Building/Premises of Factory/Establishment is Owned or Hired:	Owned		
5.(b) If Hired or There is a Change in the Name of Unit / Ownership, Please Indicate Below			
(1) ESI Code No. If Covered Earlier:	0		
(2) Date From Which Earlier Factory/Establishment Closed Down:			
5.(c) Terms and Conditions Under which Property Acquired/Taken on Lease (Enclosed Copy of Agreement/Relevant Deed):	Click Here to View		

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels; Designed and Developed

Figure 4.2.15.1.1

4.2.15.1.2 Employer Details Tab



ESIC
Employees' State Insurance Corporation

Insurance

User Login: ESIC1 Thu 7 Jan 2010, 4:24:58 PM

Registration > Employer Registration Unit Details | **Employer Details** | Fact/Estt Details | Employee Details

Employer Registration

6. All Operational Bank Accounts needed to be listed below

Account Number:	12345	Name of the Bank:	HDFC	Name of the Branch:	Kakkanad
------------------------	-------	--------------------------	------	----------------------------	----------

7.(a) Gir No:	BLEPS1068L		
7.(b) Ward	eads		
8. Is Multinational:	No		
8.(a) Exact Nature of Work/Business Carried On:	Leather And Rubber		
9. Date of Commencement of Factory / Establishment:	12/2/2009 12:00:00 AM		
10.(a) Whether Registered Under Factories / Shop & Estt / Other (Please Specify)	Other		
10.(b) Select the Licence and Enter the Details Below:		Factory License No.	
License No.:	4567	Date:	12/1/2009 12:00:00 AM
		Licensing Authority:	Govt
10.(c) Please Give Which Ever Applicable			
Tax Type:	Tax No.	Date	Issuing Authority
Commercial:	-	-	-
State Sales:	-	-	-
Central Sales:	-	-	-
Any Other:	-	-	-
10.(d) Maximum No. of Persons That can be Employed on Any One Day, as Per License:	0		

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels; Designed and Developed

Figure 4.2.15.1.2

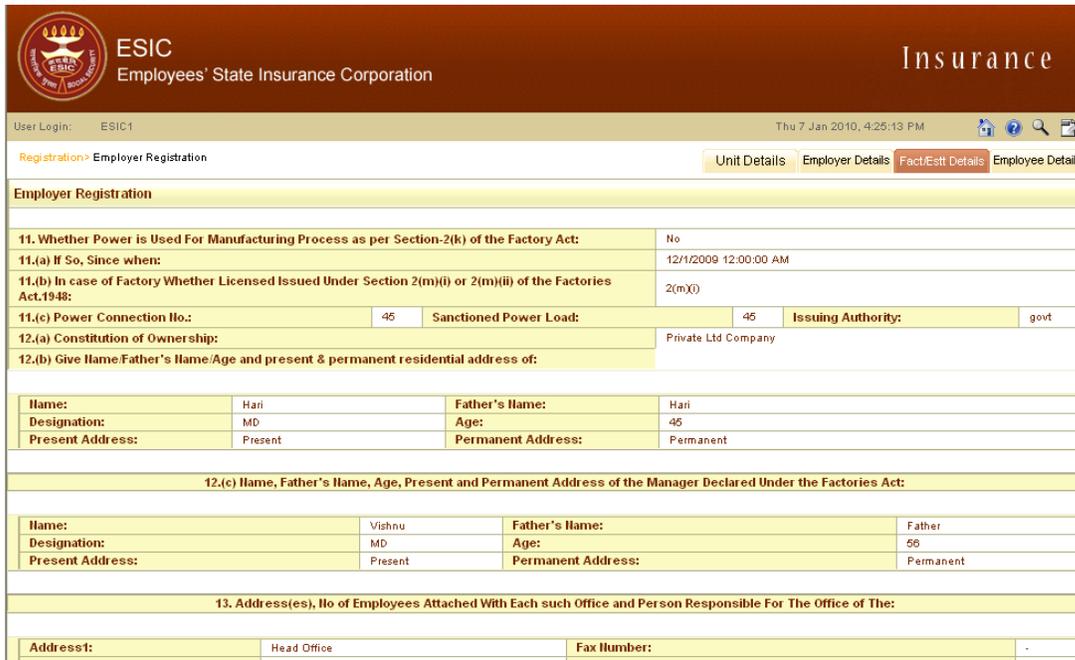


User Manual -Employer Registration



4.2.15.1.3 Fact/Estt Details Tab

View 1:



ESIC
Employees' State Insurance Corporation

Insurance

User Login: ESIC1 Thu 7 Jan 2009, 4:25:13 PM

Registration > Employer Registration

Unit Details | Employer Details | **Fact/Estt Details** | Employee Details

Employer Registration

11. Whether Power is Used For Manufacturing Process as per Section-2(k) of the Factory Act: No

11.(a) If So, Since when: 12/1/2009 12:00:00 AM

11.(b) In case of Factory Whether Licensed Issued Under Section 2(m)(i) or 2(m)(ii) of the Factories Act.1948: 2(m)(i)

11.(c) Power Connection No.: 45 Sanctioned Power Load: 45 Issuing Authority: govt

12.(a) Constitution of Ownership: Private Ltd Company

12.(b) Give Name/Father's Name/Age and present & permanent residential address of:

Name:	Hari	Father's Name:	Hari
Designation:	MD	Age:	45
Present Address:	Present	Permanent Address:	Permanent

12.(c) Name, Father's Name, Age, Present and Permanent Address of the Manager Declared Under the Factories Act:

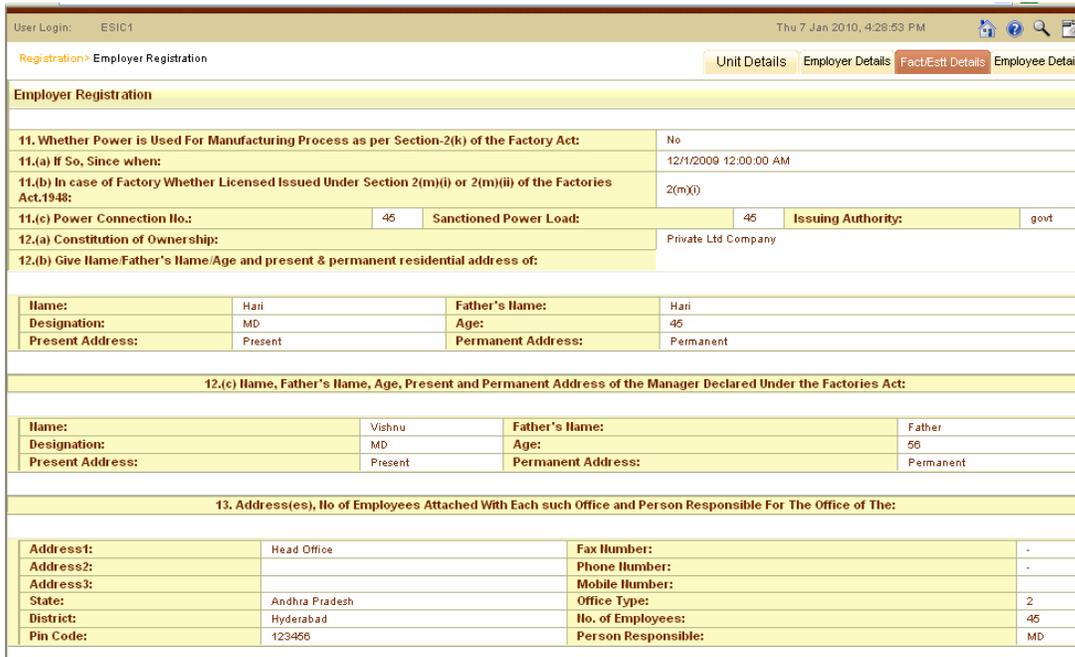
Name:	Vishnu	Father's Name:	Father
Designation:	MD	Age:	56
Present Address:	Present	Permanent Address:	Permanent

13. Address(es), No of Employees Attached With Each such Office and Person Responsible For The Office of The:

Address1:	Head Office	Fax Number:	-
-----------	-------------	-------------	---

Figure 4.2.15.1.3.a

View 2:



ESIC
Employees' State Insurance Corporation

Insurance

User Login: ESIC1 Thu 7 Jan 2010, 4:28:53 PM

Registration > Employer Registration

Unit Details | Employer Details | **Fact/Estt Details** | Employee Details

Employer Registration

11. Whether Power is Used For Manufacturing Process as per Section-2(k) of the Factory Act: No

11.(a) If So, Since when: 12/1/2009 12:00:00 AM

11.(b) In case of Factory Whether Licensed Issued Under Section 2(m)(i) or 2(m)(ii) of the Factories Act.1948: 2(m)(i)

11.(c) Power Connection No.: 45 Sanctioned Power Load: 45 Issuing Authority: govt

12.(a) Constitution of Ownership: Private Ltd Company

12.(b) Give Name/Father's Name/Age and present & permanent residential address of:

Name:	Hari	Father's Name:	Hari
Designation:	MD	Age:	45
Present Address:	Present	Permanent Address:	Permanent

12.(c) Name, Father's Name, Age, Present and Permanent Address of the Manager Declared Under the Factories Act:

Name:	Vishnu	Father's Name:	Father
Designation:	MD	Age:	56
Present Address:	Present	Permanent Address:	Permanent

13. Address(es), No of Employees Attached With Each such Office and Person Responsible For The Office of The:

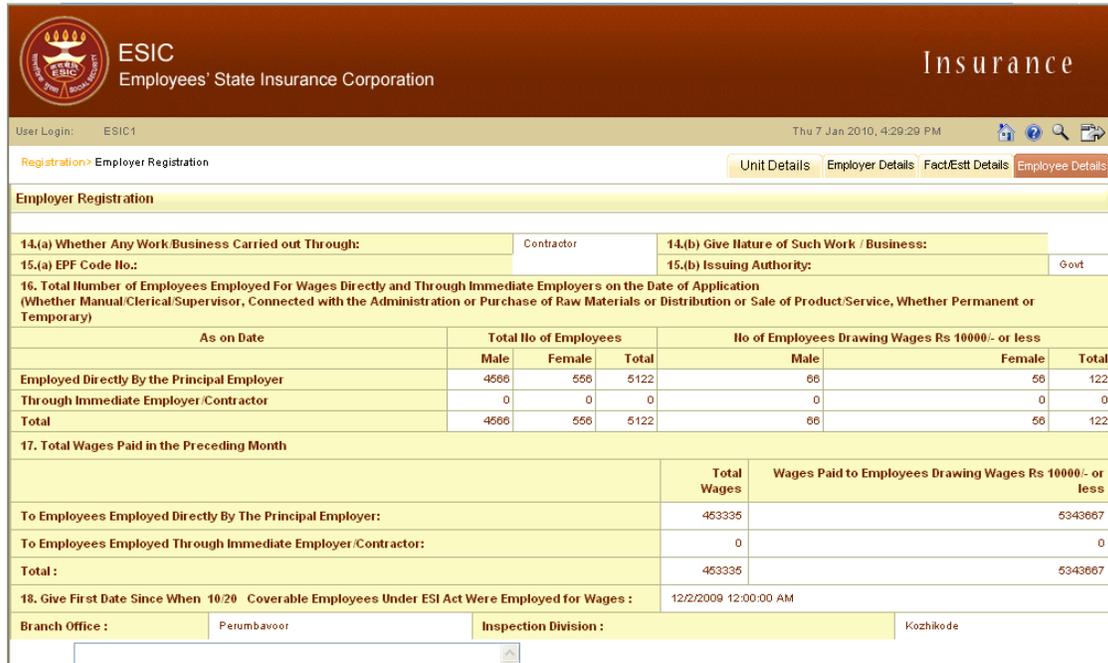
Address1:	Head Office	Fax Number:	-
Address2:		Phone Number:	-
Address3:		Mobile Number:	
State:	Andhra Pradesh	Office Type:	2
District:	Hyderabad	No. of Employees:	45
Pin Code:	123456	Person Responsible:	MD

Figure 4.2.15.1.3.b

4.2.15.1.4 Employee Details Tab

In the last tab- “Employee Details”, there will be buttons like Approve, Reject and Cancel. The Official can verify the data and Approve /Reject the Form01. Figure 4.2.15.1.4.a and Figure 4.2.15.1.4.b are 2 views of the same screen.

View 1:



The screenshot shows the ESIC Employee Registration form. The header includes the ESIC logo and 'Insurance' text. The user login is 'ESIC1' and the date is 'Thu 7 Jan 2010, 4:29:29 PM'. The form is titled 'Employer Registration' and has tabs for 'Unit Details', 'Employee Details', 'Fact/Estt Details', and 'Employee Details'. The form contains the following sections:

14.(a) Whether Any Work/Business Carried out Through: Contractor

14.(b) Give Nature of Such Work / Business:

15.(a) EPF Code No.:

15.(b) Issuing Authority: Govt

16. Total Number of Employees Employed For Wages Directly and Through Immediate Employers on the Date of Application (Whether Manual/Clerical/Supervisor, Connected with the Administration or Purchase of Raw Materials or Distribution or Sale of Product/Service, Whether Permanent or Temporary)

As on Date	Total No of Employees			No of Employees Drawing Wages Rs 10000/- or less		
	Male	Female	Total	Male	Female	Total
Employed Directly By the Principal Employer	4558	556	5122	66	56	122
Through Immediate Employer/Contractor	0	0	0	0	0	0
Total	4558	556	5122	66	56	122

17. Total Wages Paid in the Preceding Month

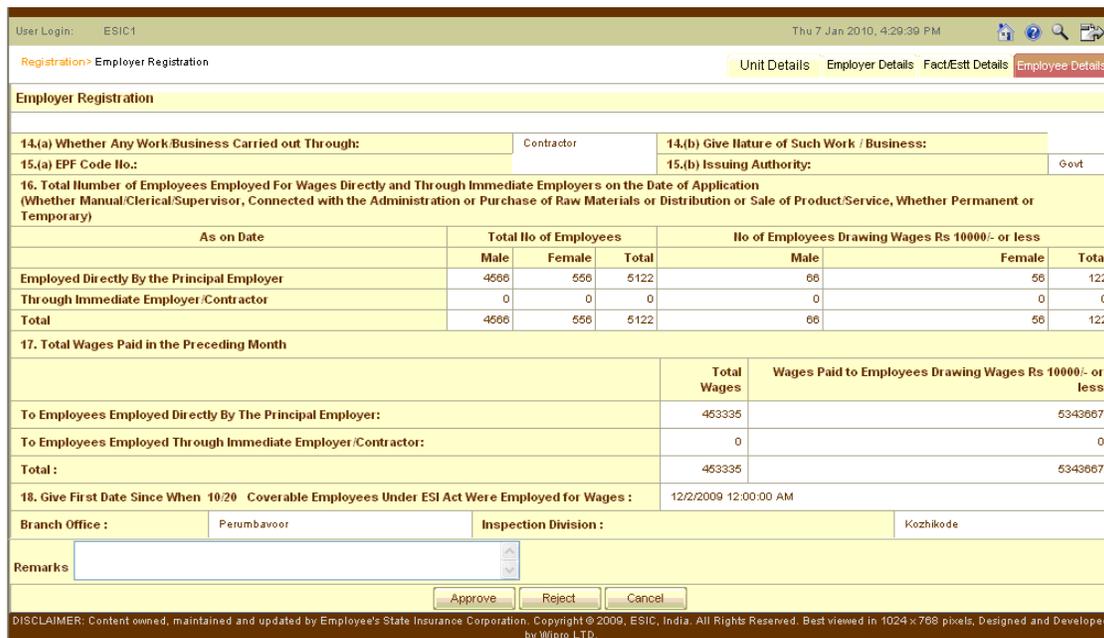
	Total Wages	Wages Paid to Employees Drawing Wages Rs 10000/- or less
To Employees Employed Directly By The Principal Employer:	453335	5343667
To Employees Employed Through Immediate Employer/Contractor:	0	0
Total :	453335	5343667

18. Give First Date Since When 10/20 Coverable Employees Under ESI Act Were Employed for Wages : 12/2/2009 12:00:00 AM

Branch Office : Perumbavoor **Inspection Division :** Kozhikode

Figure 4.2.15.1.4.a

View 2:



Employer Registration

14.(a) Whether Any Work/Business Carried out Through: Contractor

14.(b) Give Nature of Such Work / Business:

15.(a) EPF Code No.:

15.(b) Issuing Authority: Govt

16. Total Number of Employees Employed For Wages Directly and Through Immediate Employers on the Date of Application (Whether Manual/Clerical/Supervisor, Connected with the Administration or Purchase of Raw Materials or Distribution or Sale of Product/Service, Whether Permanent or Temporary)

As on Date	Total No of Employees			No of Employees Drawing Wages Rs 10000/- or less		
	Male	Female	Total	Male	Female	Total
Employed Directly By the Principal Employer	4566	556	5122	66	56	122
Through Immediate Employer /Contractor	0	0	0	0	0	0
Total	4566	556	5122	66	56	122

17. Total Wages Paid in the Preceding Month

	Total Wages	Wages Paid to Employees Drawing Wages Rs 10000/- or less
To Employees Employed Directly By The Principal Employer:	453335	534367
To Employees Employed Through Immediate Employer /Contractor:	0	0
Total :	453335	534367

18. Give First Date Since When 10/20 Coverable Employees Under ESI Act Were Employed for Wages : 12/2/2009 12:00:00 AM

Branch Office : Perumbavoor Inspection Division : Kozhikode

Remarks

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

Figure 4.2.15.1.4.b

2 Note: Only in the last tab click, the buttons –**Approve**, **Reject** and **Cancel** will be displayed.

4.2.15.2 Task –Form 01 Rejection

If he clicks on Reject the Form 01 will be rejected.



Form 01 Rejected

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation, Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.

4.2.15.3 Task –Form 01 Approval

If he clicks on Approve the Form 01 will be approved.



User Manual -Employer Registration



The screenshot shows the ESIC Insurance portal interface. At the top left is the ESIC logo and the text 'ESIC Employees' State Insurance Corporation'. At the top right is the word 'Insurance'. Below the header, the user login is 'ESIC1' and the date is 'Thu 7 Jan 2010, 4:49:14 PM'. A navigation breadcrumb shows 'Registration > Form 01 Approval > Success'. A yellow message box displays 'Form 01 Approved' with an 'OK' button. At the bottom, a disclaimer states: 'DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.'

If Ok is clicked it will get Navigated to employer main Screen. From there the user can navigate to any page by clicking any of the links or he can log off the account.