



**SUB REGIONAL OFFICE**  
**कर्मचारी राज्य बीमा निगम**  
**Employees' State Insurance Corporation**  
 PLOT NO. 47, SECTOR-34, GURGAON (HR.)-122001  
 Telephone : 0124-2370271, Fax : 0124-2370270  
 email: esicgg@gmail.com, New Website: www.esic.in

## **FOR KIND ATTENTION OF EMPLOYERS**

**As an employer of factory/establishment it is your responsibility to :**

- 1.(a) Submit the **Return of Contribution (RC)** in quadruplicate in Form-5 for contribution period ending September, 2010 by 11.11.2010 along with receipted copies of challans with Self Certification in case of employers employing less than 40 employees and with certification by the Chartered Accountants in respect of employers employing 40 and more employees.
  - (b) within **21 days** of the date of **permanent closure** of the factory or establishment.
  - (c) within 7 days of the date of receipt of requisition in that behalf from the appropriate office.
2. **Pay the contribution within 21 days** of the last day of calendar month, in which the contribution falls due.
3. **Submit duly filled up Declaration Forms** in respect of all coverable employees in the appropriate Branch Office. The Declaration Forms of coverable employees may also be submitted online at our website [www.esic.nic.in](http://www.esic.nic.in)
4. Return on advance payment of contribution may be made in Form No. 5(A).  
**Please Ensure that the Return of Contribution contains the Insurance Numbers serially in ascending order** and name of dispensary declared by IP is correctly filled in the Return of Contribution.

### **PLEASE NOTE :**

- Coverage under the **ESI Act is mandatory** if factory/establishment has 10 or 20 coverable employees respectively.
- The employer who fails to pay contribution in time shall be liable to pay **interest. Damages** may also be levied under Sec. 85(B).
- **Default** in payment of contribution or non-submission of R.C. in time is an offence. The defaulter is liable to be prosecuted under Section 85 and 85A of the Act. It may result in imposition of **fine up to ₹ 25,000/- or imprisonment** that may extend up to five years.
- Contribution payable under the Act may be recovered as an arrear of **land revenue** under Section 45-C to 45-I of the Act.
- **For any assistance or guidance, please contact appropriate Branch Manager or Joint Director (I/C), Sub Regional Office.**
- **Please remember** that delay in payment of contribution and non-submission of RC in time will cause inconvenience to your employees in receiving benefits under the ESI Scheme.

## **Benefits Available Under E.S.I. Scheme**

1. Medical Benefits	5. Pmt. Disablement Benefit	8. Funeral Expenses
2. Sickness Benefit	6. Temp. Disablement Benefit	9. Confinement Expenses
3. Maternity Benefit	7. Unemployment Allowance	10. Vocational Rehabilitation
4. Dependent Benefit	(Rajiv Gandhi Shramik Kalyan Yojana)	11. Old Age Medicare

### **ESIC GOES ONLINE**

The ESIC is starting IT Enabled Services in Haryana from Nov.'2010. The new website of ESIC is [www.esic.in](http://www.esic.in). The employers may visit this site for employer registration, employees' registration and generation of Monthly Contribution Challans w.e.f. 15<sup>th</sup> November'2010.

**Anywhere, Anytime!**



ESIC-PEHCHAN CARD

#### **Note**

IPs are requested to visit the **Biometric Card Camps organized** by this office alongwith their family members for preparation of new **Biometric Identity Cards**. They should come with freshly filled declaration forms duly attested by their employers.

**Sd/-**

**(M.S. DAHIYA)**

**JOINT DIRECTOR (I/C)**

**ESIC. CHINTA SE MUKTI**

**ESIC - AT YOUR DOORSTEP**