INP/RAJ/588/C /2009-10

were close friends. Villagers said they were always seen together. However, the two fought over

... Instead, ... in a quiet ceremonial procession and cremated them together as a "recognition for their friendship." TNN

Regional Office

कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

PANCHDEEP BHAWAN: SECTOR-16, FARIDABAD
Telephone : 0129-2222980 Fax : 0129-2284728
Website: www.esic.nic.in

'FOR KIND ATTENTION OF EMPLOYERS'

Are you an employer covered under the E.S.I. Act, 1948? If yes.

As a principal employer of factory/establishment it is your responsibility to:

1. Submit Form 01-A every year.
2. Fill up declaration forms afresh in respect of all covered and coverable employees along with particulars of their families and submit the same in the appropriate Branch Office. The ESIC has launched a special Project **"Pehchan"** under which two smart cards are being issued to all Insured Persons one for himself and one for the family members of the employees for availing medical benefits out of ESI Centres in the country. The ESIC has been arranging camps at Branch Offices, Hospitals and Factories etc. for preparing the Biometric cards of Insured Persons and their families. For this Project New Declaration Forms are required to be filled up. Please ensure full co-operation by submitting Fresh Declaration Forms. Insurance Numbers are to be of eight digits. If it is less then eight digits then write in a way so that last digit of the No. falls in the right hand corner box and then put 'O's in the empty left hand side boxes. In other words less then eight digits Insurance Nos are to be right justified by putting 'O's in left side to make it eight digits.

Region Code	Insurance No.

The Return of Contribution for Contribution Period Ending 09/2009 be submitted with fresh Declaration Forms, if not submitted earlier.

3. Pay the contribution within 21 days after the last day of calendar month, in which the contribution falls due.
4. Submit the Return of Contribution (RC) in quadruplicate in revised Form-5 for contribution period from April 2009 to September 2009 by 11.11.2009 along with receipted copies of Challans and Self Certification by the employers employing 40 employees and certification by the Chartered Accountants in respect of employers employing 40 and more employees. This has come into force w.e.f. 01.04.2008. The employer Code No. be given in 17 digits as prescribed by ESIC in the following Performa:-

Region Code	Region Code in respect of whom Sub Code issued	Employer Code No.(right justified) Six digits with '0's in left	Sub-code Unit No. Unit code if any, otherwise '0's	Industry Code No. (as per new scheme)

5. Central Govt. has introduced enrolment of Disabled Persons Under ESI Scheme upto the wage limit of Rs.25,000/- in Private Sector w.e.f. 01.04.2008 the employers contribution in respect of such employee will be borne by the Corporation/Central Govt. for three years. Please ensure enrolment of Persons with disabilities and submit Declaration Forms indicating 'D' in the Declaration Form as well as RC.
6. ESI Scheme has been extended under Sub Section (5) of Section 1 of the ESI Act to Educational Institutions & Medical Institutions w.e.f. 30.01.2009 vide Haryana Govt. Notifications dated 30.01.2009.
7. Return on advance payment of contribution may be made in Form No.5(A).
8. RC may also be submitted in Floppies/CDs along with hard copies for the convenience of employers/insured persons in the revised format.

RCs will be accepted on all working days between 9.00 A.M. to 1.00 P.M. and 1.30 P.M. to 5.30 P.M. at the concerned Branch Offices.

ALSO PLEASE ENSURE THAT:

- The return of contribution indicates the Insurance Number serially in ascending order.
- Name of dispensary declared by IP is correctly filled in the Return of Contribution.

PLEASE NOTE THAT:

1. Coverage under Section 40 of ESI Act is mandatory if factory/establishment have 10 or 20 coverable employees, ibid.
2. Failure to discharge this responsibility will result in levy of interest on contribution and also imposition of damages under Section 85-B. Default in payment of contribution is an offence for which you are also liable to be prosecuted under Section 85 of the Act which may result in imposition of file upto Rs. 25,000/- or imprisonment upto five years.
3. Any contribution payable under this Act maybe recovered as arrears of land revenue or under Section 45-C to Section 45-1 of the ESI Act.
4. Late submission of RC for 09/2009 after 11.11.2009 at notified branch office will attract prosecution proceedings.

For any assistance or guidance, please contact your Branch Manager/Joint Director of Divisional Office-Ambala Ph. 0171-2521447, 2521943

OR

REGIONAL DIRECTOR, ESI CORPORATION, PANCHDEEP BHAWAN, SECTOR-16, FARIDABAD -121002 on the following Phone Numbers:- Regional Director- 0129-2222980, 2222981 or E-mail: rd.haryana@esic.nic.in or website:www.esic.nic.in

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.

ESIC
Chinta Se Mukti

(A.K. Srivastav)
Regional Director

YOUR CO-OPERATION IS THE BEDROCK OF OUR SCHEME