



**EMPLOYEES' STATE INSURANCE CORPORATION**  
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No.: G-32/11/6/111/12-ISD (Bft. & Ins.)

Dated: June 27, 2013

To

All Additional Commissioner/Regional Directors/JD I/c.,  
Regional Office/Sub Regional Office/Divisional Office, ESIC

All Zonal (ICT), ESIC

**SUB : Use of Insurance Module for generation of challan for payment of contribution.**

Sir,

Monthly Contribution and other Employer dues are now being paid through system generated Challan in all the Regions/Sub Regions. Defaulter notices are also being generated through system and Employers can make payments through system generated Challan, either from Employer Portal or through Revenue Module in Insurance Application.


Challan for Advance Contribution can be generated during registration of Employer either through Employer Portal or through staff login. Advance Contribution can also be paid by generating Challan through a link, '**Create Advance Contribution Challan**' from the login ID of 'DA Revenue'.

It has been noticed that in many cases, while registering the employers through staff login, the challans for Advance contribution are being created through ERP Modules instead of the link available in the Insurance Module. As explained earlier, the Challans for Advance Contribution can be generated through the appropriate link available in the Insurance Module. The Challans created through the ERP Modules do not get adjusted against the Monthly Contribution filed by the

employers and RO's/SRO's are using the Manual Payment Migration Link for adjusting the amount of ERP Challans against the Monthly Contributions filed by the employers. The purpose of Manual Payment Migration Link was to allow the adjustment against Monthly Contribution of Challan generated through system but treated as Manual Challans by the some branches of State Bank of India. For specific cases, the Manual Payment Migration Link was used for adjustment against Monthly Contributions when the advance Contribution Challan was created through ERP Module. However, this has caused some problems in calculation of Interest and Damages etc. and hence, needs to be discouraged.

In view of the above, it is requested that in all the cases of registration of employers through staff login, where advance contribution is required to be paid, the challan for advance contribution should only be generated through the advance contribution link in the Insurance Module and not through ERP Module. It is also informed that keeping in view the sensitivity of the Manual Payment Migration Link, it has been decided to withdraw this link from all users and retain it with selected officials of ICT Division of Hqrs. Office. Specific cases requiring the migration of Challans may be referred to Director-(ICT) Hqrs. Office under the signature of Director/Jt. Director(I/c.) of R.O./SRO giving full facts of the case and enclosing the copies of the Challans. Only scanned copies needs to be send through mail and hard copies should be avoided.

Yours faithfully,

  
(SANJAY SINHA)  
DIRECTOR-(ICT)

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