



EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD
NEW DELHI – 110 002
Website - esic.in Ph : (011) 23234092

ESIC
Chinta se Mukti

No. S-11/12/2/2008-Rev-II

Dated : 28/7/2014

To

All Regional Directors/Director I/C/Joint Director I/C
ESI Corporation
Regional/Sub-Regional Office/DO

Sub : New Inspection Policy - 2014

Sir/Madam,

Kindly refer to our office letter No. S-11/12/2/2008-Rev-II dated 18/6/2014 on the above subject vide which New Inspection Policy 2014 was circulated followed by circular No. S-11/12/2/2008-Rev-II dated 25/6/2014 on the subject of setting up of Central Analysis and Intelligence Unit and Notification of Scheme of Inspection Linked with Web Portal.

In the New Inspection Policy 2014 circulated vide letter of even number dated 18/6/2014, it was informed that the same will be effective from 1st October 2014. However, it may be noted that the implementation of **New Inspection Policy has been advanced and now the same will be effective from 1st September 2014.**

Further, the Central Analysis and Intelligence Unit has been renamed as Central Data Analysis Unit, the time-line for setting up of which is **1st September 2014**. The detailed structure of Central Data Analysis Unit and methodology is being worked out and will be notified at the earliest. Thereafter all the individual complaints, VIP references, complaints from Trade Union/Employers Association, the redressal of which is through inspection etc, is to be escalated at the level of Central Data Analysis Unit/Nodal Officer, Central Data Analysis Unit as laid down in the Notification containing Set-up of Central Data Analysis Unit, for further decision/action.

Coinciding with the New Inspection Policy, the revised simplified format of Inspection cum Observation report is also enclosed which is to be mandatorily used w.e.f **1st September 2014.**

The receipt of the letter may be acknowledged.

Yours faithfully,

(ARUN KUMAR)

• **ADDL. COMMISSIONER (REV)**

Copy to : Website Manager - with the request to
Post the content in ESI website.

वेबसाइट की विषय-सूची का प्रबन्धन.....
Website Contents Management.....
आवरी सं./Diary No..... 553.....
दिनांक / Date..... 28/7/2014.....

**EMPLOYEES' STATE INSURANCE CORPORATION
INSPECTION CUM OBSERVATION REPORT**

ESIC Code No.	Labour Identification No.	Name, Address, Telephone No. and Email of the Unit	Category	Region	Inspection Division	Name (s) of the Inspecting Officer (Multiple Names)
17 Digit		(This will update Employer Records on Approval of IR)	2(12) Radio Button / 1(5) Radio Button			
Name, Address, Telephone & Mobile No. and Email of the Employer (This will update Employer Records on Approval of IR)		Bankers Name & Account No. (This will update Employer Records on Approval of IR)	Name of Owner/Manager to whom contacted for Inspection & Observation Communicated	Nature of Business/ Manufacturing Process	1. Date of Inspection (able to capture multiple dates) (DD/MM/YYYY)	
2. Period of Inspection		Last Inspected Period (Fm - To)	Present Inspection Period(FM-TO) (Multiple Period)	3. Month(s) for which all Payment Vouchers Checked	4. Period for which Records not Produced	
Period Pending for Inspection						
Period Selected for Inspection						
Period for which Book of Account Verified						
5. Particulars of Immediate Employer(s), if any						
Name & Address	Whether Registered with ESIC (with Radio Button Option)	If Registered, then Code No.	Nature of Work at Premises	Nature of Work Outside Premises under the supervision of Principal Employer or his agent		
Option to Upload Excel or PDF Format						
6. No. of Employees found working on the Date of Inspection						
Employer	Covered	Not Covered		Coverable but not Covered (option to upload list of employees)		
Principal						
Immediate						
Total						
7. Do Wage Rolls include all type of wages as defined under Act? Radio Button (If No) Specify the other records maintained by Employer to exhibit wages (Text Box)						
8. Whether employer is maintaining all records & registers as required under ESI Act, 1948 & Rules & Regulation made there under? Radio Button (If No), Give Details (Text Box)						
9. Have all coverable employees been correctly accounted for in Wage Rolls/Employees Register for Payment of Contribution? Radio Button (If No), give details in Sl. No. 10						

10. Details of Unaccounted Wages (with option to add Rows in case IR is filled up online)

Periods (Fm-To)	Total amount of unaccounted wages	No. of employees (should not be mandatory)	Type of Omitted wages	Reference to Employer's record where depicted/ Head of Account	Details of Record Signed	Contribution Payable
Total						

11. Details of expenditure under Heads of Accounts where wages could not be segregated.

Since the relevant Bills/Vouchers and register(s) under Regulation 32(1) and or 32(1)(a) of the ESI(General)Regulation, read with Section 41(1A) of the ESI Act, or other related documents were not produced during inspection visit to factory/establishment for inspection, it was not possible to segregate wage component from the total amount booked under the following Head of Accounts in the Ledger:- (with option to add Rows in case IR is filled up online)

Sl. No.	Period (Fm-To)	Head of Account	Page No.	Details of Record Signed by Inspecting Officer	Total amount booked

12. Unit is recommended for Closure (Radio Button), If Yes, then Date of Closure and Details of Documents verified on the basis of which Closure Recommended (Text Box) (Once the IR is approved, it will update the status of Employer as 'Closed' in ESIC application)

13. Whether Date of Coverage needs be changed (Radio Button), If Yes, then Date from which Coverage Recommended and Details of Documents verified on the basis of which Date of Coverage is changed (Text Box) (It will update data base also)

14. Any other Points to be given by SSO/Inspecting Officer (Text Box for filling up Information)/Upload Explanatory notes

Date:

Signature of SSO/Inspecting Officer

Copy To:

M/s.....

For information, records and necessary compliances.