

ESIC Compliance Gets Online

ESIC has embarked upon a major computerization program called “Project Panchdeep”. Employers will be able to make all statutory compliances like registration of employees, payment of ESIC dues and submission of statements online. This facility has already been rolled out in Delhi, South Karnataka and West Bengal.

Registering Employees

- The Employer has to log into the official website of ESIC www.esic.in using the Login User ID/Password
- On Clicking Registration – Register your Employees link, the Employer will be directed to Employer Registration Screens for filling up required fields
- In case of the employees with 40% and above disability, where employer wish to avail the incentive under the scheme for employment of disabled employees, Employer will have to upload a medical certificate as per the prescribed Performa.
- On successful completion of the Declaration Form the same can be submitted and Insurance No will be automatically allotted.
- The Employer will be able take a printout of Code allotment letter and can also take the print out of the Temporary Identity Certificate for the Insured Persons. A family photograph will be affixed on the designated space in the Temporary Identity Certificate and countersigned by the Employer for getting treatment till the Pehchan Card is delivered to the Insured Person.
- The Insured person along with his family will be required to visit the Branch Office of his choice for capturing the biometrics and photographic details for preparation of the Pehchan Cards.

Payment of Monthly Contribution

- The contribution payable under ESI Act can now only be paid through computer generated challans
- The Employer will have to first fill up the particulars in Form 6 maintained.
- In case of employers with small number of employees the entries of number of days and wages can be done online.

- In case of Employers with large number of employees they can download Excel Sheet/X Form and after updating the number of days and wages paid/payable upload the same.
- The total Employees' Contribution and Employer's Contribution will be calculated by the system on the basis of the inputs.
- From there the Employer will have the option to make online payments through the payment Gateway.
- In case the Employer wants to make offline payment then he will have to generate the challan from the system with an unique challan number which will be system generated.
- The Employer can take this challan to the authorized branch of the designated Bank and deposit along with Cash/Cheque/Draft.
- Employer will have the option to make partial payment of the due amount. However, in such case he will be identified as a defaulter for follow up action.
- Under the computerized process the Employers are required to maintain the Form 6 (Register of Employees) under Reg. 32 (1) and 32 (1 A) of ESI(General) Regulation, 1950, as amended from time to time, online.
- The Form-6 for each employer will be generated initially on the basis of the information available with the Corporation.
- The employers can access the Form 6 through their login/password and update it on the basis of the latest employment position. The detailed guidelines for updating the Form 6 are available in ESIC website.
- In future the names and Insurance nos. of the newly appointed Employees will be directly updated as and when they are registered online. The names and Insurance Nos. of such employees who are already registered with ESIC can be done through a mechanism available online.
- If any person is already registered with ESIC employer need not submit his Declaration Form again as his earlier Insurance No. will be valid for the purposes of Form-6.

Summary

- The contribution payable under ESI Act can now only be paid through computer generated challans.
- In view of the monthly submission of details of contribution through entries in Form 6 maintained online, the submission of

Returns of Contribution at the end of contribution period ending September and March will not be required in future.

- However, the employers will be required to submit a short Return of Contribution for the period for which the Form 6 was maintained manually by the employer for pre-computerized period and for which information will not be available in the system.