

B0CB

N-16011/3/2022-BFT-II

357556/2022/SEC-BFT2-ESICHQ
1/146467/2022



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters
पंचदीप भवन, सी आई जी, मार्ग, नई दिल्ली - 110002
PANCHDEEP BHAWAN C.I.G MARG, NEW DELHI - 110002
Phone: 1800-11-2526 Email: benefit-hq@esic.nic.in
Website: www.esic.nic.in / www.esic.in

No. N-16011/3/2022-BFT-II

Date: 22.12.2022

To,

All RDs/JDs/DDs(In-Charge)
All Regional/Sub Regional Office
Employees State Insurance Corporation

Subject: Edit/update of Insured Persons particulars through Employer portal-regarding.

Sir,

It has come to notice of this office that several requests regarding editing/updating of IP/IWs details has been pending for long time in all field office of ESIC. The Competent Authority has viewed it very seriously.

This office has recently issued a circular on 06.12.2022 to all ROs/SROs vide which it has been conveyed that an online module for updation/editing particulars of IP and their family members has been developed by ICT Branch, Hqrs.

All functions related to online module has been updated by the ICT Branch, Hqrs. It is therefore requested to all ROs/SROs/field offices of ESIC to expedite the matter and to dispose off all such pending requests regarding edit/update of IP particulars as received from the respective Employers through Online portal within 3 days itself.

All Regional Directors/Director, In-charge are requested to issue direction to all field offices under their jurisdiction to follow the instruction given by Hqrs.

This issues with the approval of Insurance Commissioner.

Yours faithfully

Signed by NAGENDRA KUMAR

Date: 23-12-2022 12:30:59

(Reason: Approved)
(Nagendra Kumar)