



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



उप क्षेत्रीय कार्यालय / Sub-Regional Office  
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File No.- 36-E/11/14/1/2022/PR-Vol.III

Date: 29.11.2023

### Appeal to all Stakeholders of ESIC

ESIC is a Social Security Organization working under Ministry of Labour & Employment, Govt of India. This office is committed to serve better to the beneficiaries, stakeholders and curtail malpractices, norms are modified for the identification of the beneficiary. Therefore, the Employers registered under the provisions of ESI Act, are requested to update exact particulars of the beneficiaries on the employer portal which actively matches with the photo-identity of the beneficiaries like Adhaar card and ensure accuracy at the time of registration of new employees.

The following guidelines should be kept in mind:

1. Before engaging, the employer should obtain accurate information about the employee and his/her family members at the time of registration of the employee on the ESI portal. The employer should take the help of various government IDs like Aadhar Card, Ration Card etc. while registering the employee so that the accurate Information can be updated on the portal.
2. Employers have also been provided option on employers' portal of esic to register new employees with Adhaar number.
3. If employee details are to be further modified, an updating request should be generated online and necessary scanned supporting documents must be enclosed on employer portal.
4. Employees can generate UHID/ ABHA number on employees portal using "health passbook" option.

Detailed instructions and workflow chart regarding these are uploaded on ESIC SRO Nasik website <https://sronashik.esic.gov.in> for the employers. It is therefore appealed to all employers to update particulars of their existing employees and take due care while registering new employees on the ESI portal to avoid last minute hardship to IP and his family while availing medical benefit services from ESI medical institutions and empaneled private hospitals. They may refer to the above link and contact their branch office for further guidance.