

IP REGISTRATION

1. How can an employer, who is registered under the Act, register its employees under the Scheme?

The employer, once allotted the ESIC registration number, can login to the employer portal and register its employees, as soon as they are employed by it. *In case of first employment* (the employee has not worked anywhere before joining the employer), the employee has to register the employee under the ESI Scheme, submitting the details of the employee, his family members, place of residence of himself and that of his family members, the dispensary to which they want to avail medical treatment, etc; once registration is completed, the employee will be allotted an insurance number, which is unique and will be valid throughout the life of the employee, even if the employee changes job. In case, the employee is already having an insurance number, the employer has to enter that number and proceed with updating the details of the employee.

2. Can an employee, who is already having an insurance number, be allotted an insurance number afresh, when he joins a different organisation?

No. The insurance number is unique for each employee and is valid throughout the life of the employee, irrespective of his changing jobs. The eligibility criteria in respect of various benefits under the ESI Scheme is based on the number of days for which an employee is covered under the Scheme. The number of days for which an employee is covered under the Scheme is reckoned irrespective of the different employers under which the employee has worked. If an employee who is already having an insurance number is registered again, the employee might not satisfy the eligibility criteria in respect of various benefits, and as a result would be denied the benefits, which he /she would have got, had the fact of existing insurance number is disclosed.

3. Should the employer register all the employees employed by it under the Scheme, even if they are not entitled for benefits under the Scheme ?

No. As only those of the employees whose monthly remuneration (excluding overtime wages) does not exceed Rs.15,000 per month are entitled for coverage under the Scheme, the employer need to register those employees alone. (However, for the purpose of coverage under the Scheme, i.e., whether the employer has employed ten or more employees, all employees employed by the employer, irrespective of the salary are reckoned).

4. Is it necessary to register temporary employees, casual labour, etc., employed by the employer apart from registering the employees on their roll ?

Yes. All employees, including casual labour, temporary employees, employees employed through contractors (outsourced) etc. have to be registered by the employer.

5. Who is responsible for the registration of contract employees employed in an organisation - the organisation where the contract employees are deployed, or, the contractor who has employed them?

The organisation which utilises the services of the contract employees need not register these employees under the Scheme, if they are already registered by the contractor. However, as the

principal employer, that organisation would be responsible for the remittance of contribution in respect of such employees by the contractor under the ESI Act. So, the organisation employing outsourced employees should ensure that the contractor through whom these employees are employed is complying under the provisions of the Act.

6. What is the proof of registration of employees?

Once registered, in respect of employees who are being registered under the Scheme afresh, an insurance number is allotted and a Temporary Identity Card (TIC) is generated; this TIC is valid for a period of 3 months from the date of registration, within which the employee has to enrol for the *Pehchan card*. In case of employees who are already registered, their name would be linked to the current employer, which can be checked in the employer's portal as well as the employees' portal.

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