ESI Registration and Modification Guidelines for Employees

AAM Foundation (FEA) is registered under the Government scheme of Employees' State Insurance (ESI) for medical needs of its employees. The ESI scheme allows **employees and their family members** to get numerous **free medical benefits** like unlimited OPD consultation with Doctors (e.g. for fever, cold, cough, pain, old age medical issues of parents, etc.), medicines, surgeries (if any), total or partial disablement benefits (if any), maternity benefits (including delivery and related treatment, if any), etc. <u>as per the terms and conditions of Employees' State Insurance Corporation (ESIC)</u>. Details of ESI benefits may be checked on the ESIC website using the link https://esic.gov.in/information-benefits

Employees' Registration under ESI:

- The scheme is applicable to all employees whose gross salary is up to Rs.21,000 p.m.
- The ESI scheme is mandatory for all employees covered under above criteria.

Note 1: Employees covered under ESI shall not be covered under AAMF's (FEA) internal medical policy.

Note 2: Timely submission of accurate details is essential to ensure uninterrupted access to these benefits.

Note 3: Specific treatment including tests, surgeries, etc. under ESI shall be subjected to period of service in AAM Foundation as per ESIC rules. You need to consult your ESIC dispensary/hospital staff to check your eligibility to avail such specific treatments. The benefit will be provided solely based on rules governing ESI. The employee can also check their eligibility on the ESIC portal after making their login userid and password.

A. DETAILS/DOCUMENTS REQUIRED FOR FIRST TIME ISSUE OF ESI CARD:-

I. FOLLOW THE BELOW INSTRUCTIONS TO FILL DETAILS IN ESI DASHBOARD:-

- 1. Login ESI dashboard (Link: http://43.252.88.75:89/ESIC_Login.aspx) using your leave dashboard user id and password. Once logged in, go to 'add detail' tab and enter your 'Employee Id'. After entering your employee id, all system fed information shall be visible to you. Review the same and add more details one by one. Go to 'Next' to move to new page to fill more information. Once all information is completed, press 'Submit'.
- 2. You can also review the filled information under 'view' tab.
- 3. Joining data already fed in our system shall be displayed to you in the dashboard. If needed, you can change the same and add updated information in the ESI dashboard.
- 4. Kindly note Date of Birth format is MM/DD/YYYY. Fill your details accordingly.
- 5. Once logged in, the session remains active for 20 minutes.
- 6. Keep Aadhar card numbers of family members, their Date of Birth, ESI Dispensary address for permanent and present address, employee's passport sized photo(max. size 100 KB, JPG Format) and a family photo (postcard size, max. size 100 KB, JPG Format) ready with you while making record of your details in the dashboard.

- 7. The list of ESI Dispensaries in your State can be checked at the link: <u>ESIC Dispensaries | Employees' State Insurance Corporation</u>. Refer to 'Annexure A' for a step-by-step guide to find the nearest ESI Dispensary address.
- 8. Permanent and present address can be different also. Permanent address shall be as per Aadhaar card only and present address will be your current residential address.
- 9. Your personal details (name, date of birth) should match with Aadhaar card details. Kindly ensure that no spelling error occur while typing the details.
- 10. In case any family member is not alive, kindly mention 'Late' before their name and write '0000000000' under aadhaar card no. field. Date of birth can be left blank in such cases.
- 11. In case the child's age is below 2 years, aadhaar card no. is not required.
- 12. ESIC No. (if available)- In case you have worked previously in any organization wherein you were allotted ESI no., then mention it under this tab. Else, leave blank.
- 13. Family photo- Kindly refer to Sr. No. 15 for the detailed definition of the family members to be included in the family photograph.
- 14. Ensure that the family photo is not older than 3 months. Avoid casual photos or collages that do not blend well and do not reflect the warmth and cohesiveness expected in a family photo. Do not use marriage photos or photos with awkward cropping. Ensure that the background of the photo is white. Also note that the use of goggles and caps is not allowed in the image.
- 15. Meaning of the term 'Family' under ESI for taking ESI benefits: -

Particulars	Family meaning under ESIC
Married female employee	Female employee + Husband + Children
Unmarried female employee	Female employee+ Parents
Married male employee	Male employee + Parents + Wife + Children
Unmarried male employee	Male employee + Parents
Divorced female employee	Female Employee + Parents + Children
Divorced male employee	Male employee + Parents + Children

- 16. Kindly reach out to Shreya Singh, Training & Ops Coordinator @ shreya.singh@feaindia.org; ph. 8303871014 in case of any query in this regard.
- 17. Employees are encouraged to read the guidelines thoroughly and fill the ESI dashboard with correct details initially to avoid modification requests lateron.

- 18. Employees are advised to review the details in their ESI cards and raise modification request in the google form (shared in point no. 2 below), if any, within 15 days from the receipt of ESI cards.
- 19. Employees are advised to keep their ESI cards safely and in good condition. In case an ESI card is lost/damaged, an email be written to HR team at shivani.singh@feaindia.org and suman.lata@feaindia.org. The reissue of card may take up to 2 months from the date of submitting a written request to suman.lata@feaindia.org and shivani.singh@feaindia.org and submission of documents, if any. A nominal fees of Rs.300/- be charged for issue of a duplicate card and the amount will be deducted from the salary of the employee.

B. MODIFICATION(S) IN ESI CARD

- 1. For changes in previous details, employees need to click on the tab 'add details.' Previously filled details will be visible under this. The employee can modify the incorrect details and submit the details again.
- 2. The employee needs to submit additional documents to modify the details in their existing ESI cards. These employees may refer sr. no. 5 for additional documents required for different modifications. The employees need to upload required documents/details on ESI dashboard and then fill the google form https://docs.google.com/forms/d/e/1FAIpQLSewCy_goqmrW00sZ2Y4GmC5hgWgHsCQ_Ih4rxLWibM6zTWOphA/viewform?usp=dialog to raise the modification request. In case any further document is required after review, the same shall be reflected to the concerned employee on ESI dashboard under 'Remarks' Column.
- 3. For upload of additional information, employees need to click on tab 'Upload Correction Documents'. They can upload more than one file using this tab.
- 4. Reissue of cards may take upto 2 months' time after submitting all related required details/documents on ESI Dashboard. In case any further document is required after review, the same shall be reflected to the concerned employee on ESI dashboard under 'Remarks' Column.
- 5. The following additional documents are required for modification in ESI Card:-

A. For Marital Status Change (Unmarried to Married)

- i) For male employee-Spouse aadhaar card will be sufficient, if his name is mentioned in his spouse aadhaar card as husband. If required, copy of marriage certificate may also need to be submitted.
- ii) For female employee- self-aadhaar card would be sufficient, if husband's name is added in female employee's aadhaar. If required, copy of marriage certificate may also need to be submitted.

B. For Marital Status Change (Married to Unmarried/Widow(er)/Divorcee)

Need document with reason i.e.

- i) If a spouse dies- Upload spouse death certificate,
- ii) if divorced Divorce decree,

iii) and if done by clerical mistake- Aadhar card copy.

B. For Gender Change

Aadhaar Card would be sufficient.

C. For Family Addition

- i) For parents or one parent addition- Parent(s) Aadhaar Card & notarized Income certificate as per Annexure B
- ii) For Spouse addition Employee's and Spouse's aadhaar card will be sufficient, if spouse's name is mentioned in the aadhaar card.
- iii) For Children addition Birth Certificate would be sufficient for two years' old child & Aadhaar card would be required for more than 2 years child.
- iv) Siblings- Not allowed to be added

D. For Mobile Number change

OTP would be required

E. For Address Change

Aadhaar card would be sufficient.

F. For Nominee Change

Aadhaar card would be sufficient.

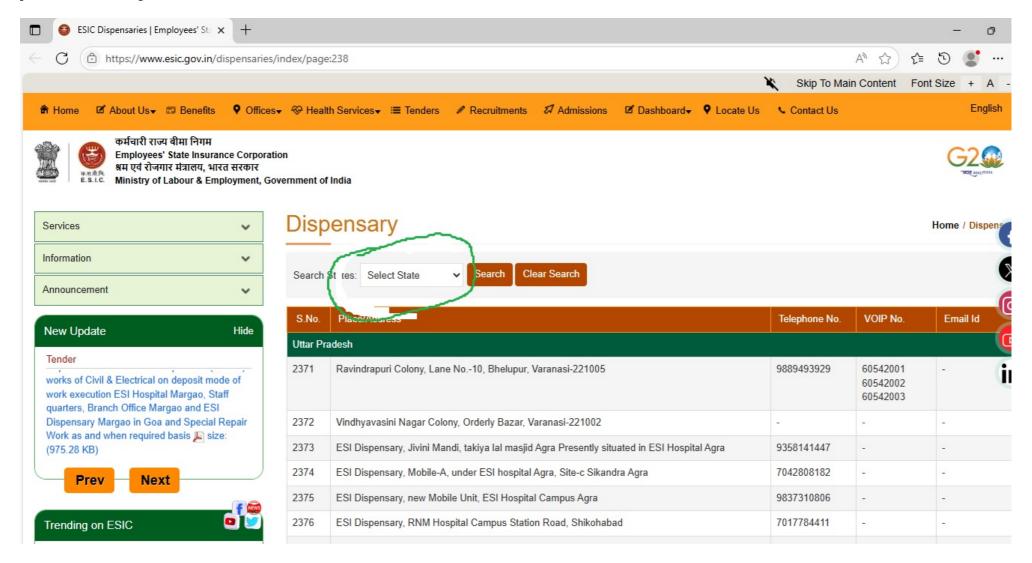
G. For change in date of birth

Aadhaar card would be sufficient.

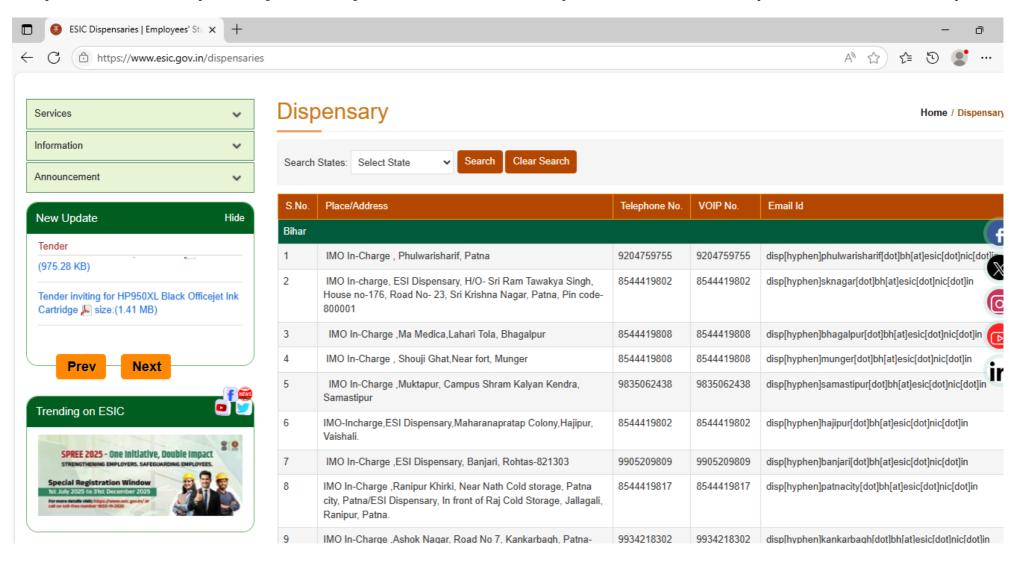
For any queries in this regard, kindly reach out to your immediate manager first. If you need further assistance in the matter, kindly discuss the matter with your next immediate manager.

These guidelines may be revised from time to time to make compliance easier for employees.

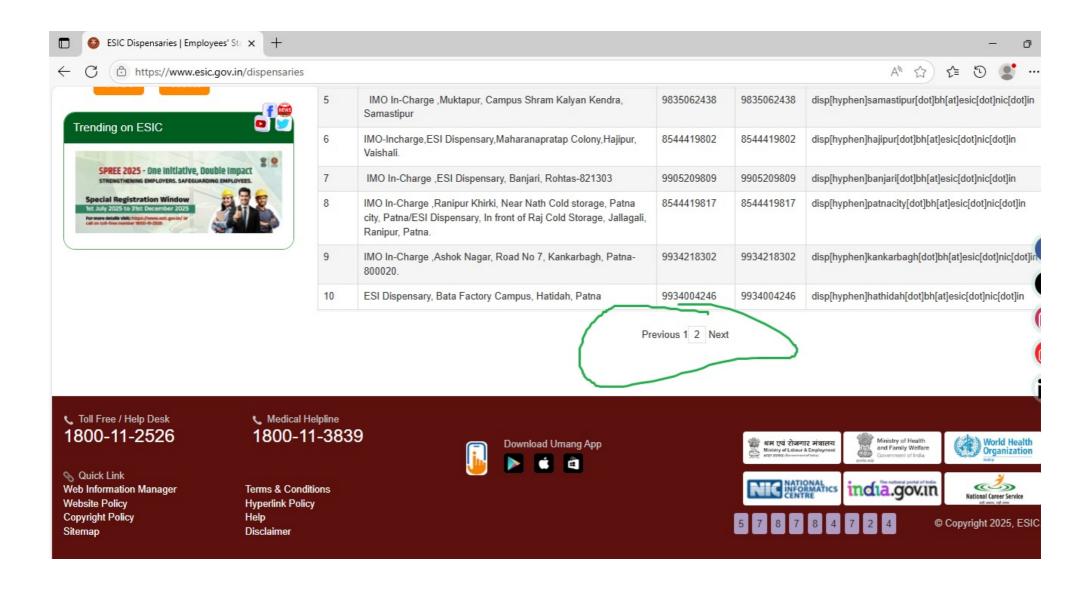
Step 1- Select your State



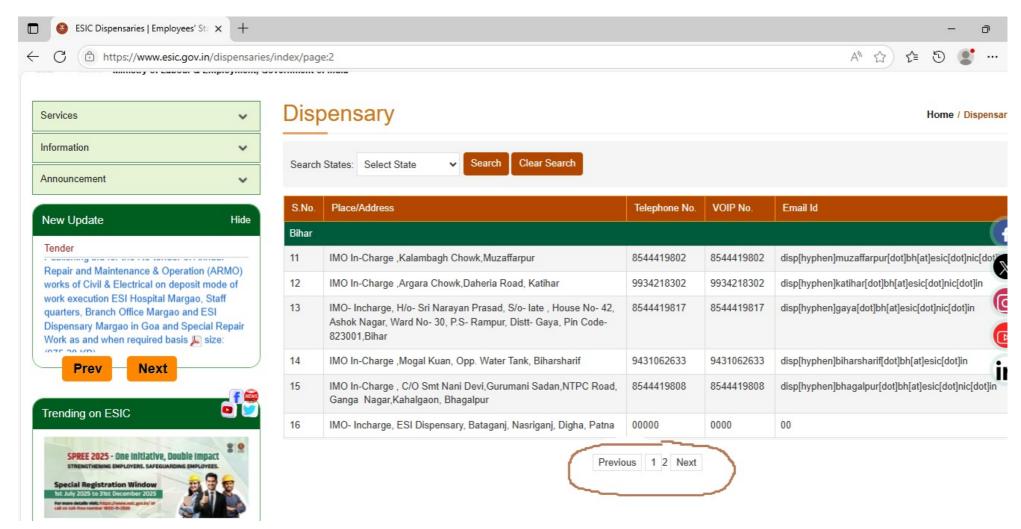
Step 2- Find ESI Dispensary near to your communication/permanent address (below list is of Bihar)



Step 3- Look for more dispensaries by clicking Next Button (till the last page) as circled in the picture below:-



Final Step- Choose your Dispensary address



AFFIDAVIT REQUIREMENTS:

- 1. Affidavit to be made on non-judicial stamp paper of Rs.10/-
- 2. Affidavit and stamp paper needs to be notarized by the Sub-Divisional Magistrate (SDM)/Executive Magistrate of the area.
- 3. Information required for issuing stamp paper:
 - a. Stamp paper Purchased by: Employee name
 - b. Description of document: Article 4 affidavit
 - c. First Party: Employee name
 - d. Second Party: not applicable
- 4. Delete the details of other parent in the affidavit, if only one parent details need to be added in ESI card.

AFFIDAVIT

I <mark>MITHLESH</mark>	KUM	<mark>IAR GOSWAMI</mark> ,	, son /daughter	of <mark>Suresh Ku</mark>	<mark>ımar Goswam</mark>	ni
resident of		complete addr	ess exactly as pe	er aadhaar ca	ard of employ	<mark>/ee</mark>
including pi	in cod	<mark>le</mark> , do l	hereby solemnly	affirm and	declare as un	der: -

- 1. That I am a citizen of India.
- 2. That I am residing at above-mentioned address.
- 3. That my mother, Smt. Umawati, is residing with me at the above-mentioned address and her age is years.
- 4. That my father Mr. Suresh Kumar Goswami is residing with me at the abovementioned address and his age is years.
- 5. That my mother is a housewife and my father is currently not employed.
- 6. That both my mother and father are fully dependent on me.
- 7. That my mother and father are not receiving any pension, medical facilities from any other source and have no other source of income.
- 8. That I have signed this affidavit of my own free will.
- 9. That if any information or statement in this affidavit is found to be false or incomplete now or in the future, I shall be liable for prosecution under the relevant laws.
- 10. That the statements made above are true and correct.

				Deponent
Verification Verified at <mark>New Delh</mark> are true and correct concealed therefrom	t to the	best of	that the conter my knowledge	

Deponent