

## **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. as per the terms and conditions of Employees' State Insurance Corporation (ESIC). 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 wages (basic 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 ESIC. 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](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: [ESIC Dispensaries | Employees' State Insurance Corporation](#). 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 '00000000000' 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](mailto: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](mailto:suman.lata@feaindia.org) and [shivani.singh@feaindia.org](mailto: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\\_lh4rxLWibM6zTWOPhA/viewform?usp=dialog](https://docs.google.com/forms/d/e/1FAIpQLSewCy_goqmrW00sZ2Y4GmC5hgWgHsCQ_lh4rxLWibM6zTWOPhA/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

ESIC Dispensaries | Employees' State Insurance Corporation

https://www.esic.gov.in/dispensaries/index/page:238

Skip To Main Content Font Size + A -

Home About Us Benefits Offices Health Services Tenders Recruitments Admissions Dashboard Locate Us Contact Us English

कर्मचारी राज्य बीमा निगम  
Employees' State Insurance Corporation  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Government of India

G20

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Tender  
works of Civil & Electrical on deposit mode of work execution ESI Hospital Margao, Staff quarters, Branch Office Margao and ESI Dispensary Margao in Goa and Special Repair Work as and when required basis size: (975.28 KB)

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## Dispensary

Search States: Select State Search Clear Search

S.No.	Place/Address	Telephone No.	VOIP No.	Email Id
Uttar Pradesh				
2371	Ravindrapuri Colony, Lane No.-10, Bhelupur, Varanasi-221005	9889493929	60542001 60542002 60542003	-
2372	Vindhyavasini Nagar Colony, Orderly Bazar, Varanasi-221002	-	-	-
2373	ESI Dispensary, Jivini Mandi, takiya lal masjid Agra Presently situated in ESI Hospital Agra	9358141447	-	-
2374	ESI Dispensary, Mobile-A, under ESI hospital Agra, Site-c Sikandra Agra	7042808182	-	-
2375	ESI Dispensary, new Mobile Unit, ESI Hospital Campus Agra	9837310806	-	-
2376	ESI Dispensary, RNM Hospital Campus Station Road, Shikohabad	7017784411	-	-

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

ESIC Dispensaries | Employees' Sta x +

https://www.esic.gov.in/dispensaries

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Tender  
(975.28 KB)

Tender inviting for HP950XL Black Officejet Ink Cartridge size:(1.41 MB)

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SPREE 2025 - One initiative, Double impact  
STRENGTHENING EMPLOYERS. SAFEGUARDING EMPLOYEES.  
Special Registration Window  
1st July 2025 to 31st December 2025  
For more details visit: <https://www.esic.gov.in/> or  
call on toll-free number 1800-10-2025

### Dispensary Home / Dispensary

Search States:

S.No.	Place/Address	Telephone No.	VOIP No.	Email Id
<b>Bihar</b>				
1	IMO In-Charge , Phulwarisharif, Patna	9204759755	9204759755	disp[hyphen]phulwarisharif[dot]bh[at]esic[dot]nic[dot]in
2	IMO In-charge, ESI Dispensary, H/O- Sri Ram Tawakya Singh, House no-176, Road No- 23, Sri Krishna Nagar, Patna, Pin code-800001	8544419802	8544419802	disp[hyphen]sknagar[dot]bh[at]esic[dot]nic[dot]in
3	IMO In-Charge ,Ma Medica,Lahari Tola, Bhagalpur	8544419808	8544419808	disp[hyphen]bhagalpur[dot]bh[at]esic[dot]nic[dot]in
4	IMO In-Charge , Shouji Ghat,Near fort, Munger	8544419808	8544419808	disp[hyphen]munger[dot]bh[at]esic[dot]nic[dot]in
5	IMO In-Charge ,Muktapur, Campus Shram Kalyan Kendra, Samastipur	9835062438	9835062438	disp[hyphen]samastipur[dot]bh[at]esic[dot]nic[dot]in
6	IMO-Incharge,ESI Dispensary,Maharanapratap Colony,Hajipur, Vaishali.	8544419802	8544419802	disp[hyphen]hajipur[dot]bh[at]esic[dot]nic[dot]in
7	IMO In-Charge ,ESI Dispensary, Banjari, Rohtas-821303	9905209809	9905209809	disp[hyphen]banjari[dot]bh[at]esic[dot]nic[dot]in
8	IMO In-Charge ,Ranipur Khirki, Near Nath Cold storage, Patna city, Patna/ESI Dispensary, In front of Raj Cold Storage, Jallagali, Ranipur, Patna.	8544419817	8544419817	disp[hyphen]patnacity[dot]bh[at]esic[dot]nic[dot]in
9	IMO In-Charge .Ashok Naqar, Road No 7, Kankarbaqh, Patna-	9934218302	9934218302	disp[hyphen]kankarbaqh[dot]bh[at]esic[dot]nic[dot]in

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

The screenshot shows the ESIC Dispensaries website interface. On the left, there is a 'Trending on ESIC' section with a banner for 'SPREE 2025 - One Initiative, Double Impact' and a 'Special Registration Window' from July 1st to December 31st, 2025. The main content is a table listing 10 dispensaries. Below the table, the pagination controls 'Previous 1 2 Next' are visible, with the 'Next' button circled in green. The footer contains contact information, quick links, and logos of various government and international organizations.

5	IMO In-Charge ,Muktapur, Campus Shram Kalyan Kendra, Samastipur	9835062438	9835062438	disp[hyphen]samastipur[dot]bh[at]esic[dot]nic[dot]in
6	IMO-Incharge,ESI Dispensary,Maharanapratap Colony,Hajipur, Vaishali.	8544419802	8544419802	disp[hyphen]hajipur[dot]bh[at]esic[dot]nic[dot]in
7	IMO In-Charge ,ESI Dispensary, Banjari, Rohtas-821303	9905209809	9905209809	disp[hyphen]banjari[dot]bh[at]esic[dot]nic[dot]in
8	IMO In-Charge ,Ranipur Khirki, Near Nath Cold storage, Patna city, Patna/ESI Dispensary, In front of Raj Cold Storage, Jallagali, Ranipur, Patna.	8544419817	8544419817	disp[hyphen]patnacity[dot]bh[at]esic[dot]nic[dot]in
9	IMO In-Charge ,Ashok Nagar, Road No 7, Kankarbagh, Patna-800020.	9934218302	9934218302	disp[hyphen]kankarbagh[dot]bh[at]esic[dot]nic[dot]in
10	ESI Dispensary, Bata Factory Campus, Hatidah, Patna	9934004246	9934004246	disp[hyphen]hathidah[dot]bh[at]esic[dot]nic[dot]in

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Toll Free / Help Desk  
**1800-11-2526**

Medical Helpline  
**1800-11-3839**

Download Umang App

5 7 8 7 8 4 7 2 4 © Copyright 2025, ESIC

# Final Step- Choose your Dispensary address

ESIC Dispensaries | Employees' Sta x +

https://www.esic.gov.in/dispensaries/index/page:2

Ministry of Labour & Employment Government of India

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## Dispensary

Home / Dispensar

Search States:

S.No.	Place/Address	Telephone No.	VOIP No.	Email Id
<b>Bihar</b>				
11	IMO In-Charge ,Kalambagh Chowk,Muzaffarpur	8544419802	8544419802	disp[hyphen]muzaffarpur[dot]bh[at]esic[dot]nic[dot]in
12	IMO In-Charge ,Argara Chowk,Daheria Road, Katihar	9934218302	9934218302	disp[hyphen]katihar[dot]bh[at]esic[dot]nic[dot]in
13	IMO- Incharge, H/o- Sri Narayan Prasad, S/o- late , House No- 42, Ashok Nagar, Ward No- 30, P.S- Rampur, Distt- Gaya, Pin Code- 823001,Bihar	8544419817	8544419817	disp[hyphen]gaya[dot]bh[at]esic[dot]nic[dot]in
14	IMO In-Charge ,Mogal Kuan, Opp. Water Tank, Biharsharif	9431062633	9431062633	disp[hyphen]biharsharif[dot]bh[at]esic[dot]in
15	IMO In-Charge , C/O Smt Nani Devi,Gurumani Sadan,NTPC Road, Ganga Nagar,Kahalgaon, Bhagalpur	8544419808	8544419808	disp[hyphen]bhagalpur[dot]bh[at]esic[dot]nic[dot]in
16	IMO- Incharge, ESI Dispensary, Bataganj, Nasriganj, Digha, Patna	00000	0000	00

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Trending on ESIC

**SPREE 2025 - One initiative, Double impact**  
STRENGTHENING EMPLOYERS. SAFEGUARDING EMPLOYEES.

**Special Registration Window**  
1st July 2025 to 31st December 2025  
For more details visit: <https://www.esic.gov.in/> or call on toll-free number 1800-81-2526

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**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 MITHLESH KUMAR GOSWAMI, son /daughter of Suresh Kumar Goswami resident of .....complete address exactly as per aadhaar card of employee including pin code....., do hereby solemnly affirm and declare as under: -

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 above-mentioned 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 New Delhi on \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and nothing has been concealed therefrom.

Deponent