Maintenance of Records and Registration of Employees

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Maintenance of Records

Q1. What are the records to be maintained for ESI purpose?

In addition to the Muster roll, wage record and books of Account maintained under other laws, the employer is required to maintain the following registers for ESI:-

- Accident Register in new Form-11 and
- An inspection book.
- The immediate employer is also required to maintain the Employee's Register for the employees deployed to the principal employer.

Q2. What are the returns/ reports to be submitted by the employer?

1. Reports: Accident report in Form 12 in case any accident takes place, to the notice of the Accident.
2. Abstention verification report as and when sought by the branch Manager in respect of any IP.
3. Records including attendance, wages and books of accounts sought by Social Security Officer on visit to the factory/establishment for inspection with due intimation.

Registration of Employees

Q3. The employees registered under the Scheme?

At the time of joining the insurable employment, an employee is required to provide his and his family details to the employer along with a family photo so that the employer can register the employee online. This exercise of registering an employee has to be a onetime exercise in life time of an employee. The insurance number generated on the first occasion of registration is to be used throughout his life time irrespective of change of employment including change of place.

Q4. What is an identity card?

On registration under the scheme the employer can take a print out of the temporary identity certificate, affix the photo provided by the employee and authenticate it for use which is valid for a period of 3 months. As soon as possible but not later than a month, the insured person along with his entire family should get themselves enrolled to obtain a “Pehchan Card”. This identity card serves as a means of identification both for availing medical benefit at dispensary/ hospital and availing cash benefits at the ESI branch Office. Any changes in his residence/ dispensary/ employment can be carried out by the employer in the Portal as and when arises.

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