



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



मुख्यालय  
Headquarters  
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002  
Phone: 011-23604700 Email: dir-gen@esic.nic.in  
Website : www.esic.nic.in / www.esic.in

**No. P-11014/3/2022-Bft-II (Part-I)**

**Date: 25.05.2023**

To,

All RDs/JDs/DDs(In-Charge)  
All Regional/Sub Regional Office  
Employees State Insurance Corporation

**Subject: Implementation of Aadhaar Seeding of Insured Persons using IP portal or through their respective employer using Employer portal-regarding.**

Sir,

I am directed to inform that an online provision for seeding and authentication of Aadhaar has been developed and deployed in the online System whereby existing employees can seed Aadhaar number for self and their family members on voluntary basis after verification of OTP received on mobile from UIDAI. A User manual containing the detailed procedure/work flow is attached herewith for the handy assistance of the user/employees/employers.

In view of above, all Regional Directors/Dy. Director In-Charges are requested to galvanize to all employers, employees and beneficiaries to achieve the target of Aadhaar seeding within the stipulated time frame in respect of all employees and beneficiaries so that the eligible beneficiaries/IPs can avail all benefits under the ESI scheme without any inconvenience. In this regard, concerned RO/SRO may take up a special drive through seminars/camps in their jurisdiction for Aadhaar seeding of employees/beneficiaries within their jurisdiction.

A model draft content for establishing direct communications through bulk e-mails with the stakeholders/employers for spreading mass awareness and wide publicity among the stakeholders/employers/employees in their jurisdiction for Aadhaar seeding through UIDAI is also appended herewith for information and further action.

As the preliminary consent of Insured Persons/Beneficiaries/Employees to seed the UIDAI authenticated OTP based Aadhaar has already been taken through the online module, the minor changes shall be accepted at the level of Branch Office Manager by approving the Aadhaar based change request. However, in case where multiple demographic details such as Name, Father's Name, Gender,

17462746/2023

DOB are simultaneously mismatching, the Branch Manager may send back Aadhaar based change request with specific mention of discrepancies observed. However, the Manager shall conduct the necessary enquires from the employers/employees and resolve the issues relating to the change of the demographic details of IPs/beneficiaries within three days positively and facilitate Aadhaar seeding of employees at his own level also. The provision for uploading the documents has already been provided.

In view of above, all Regional Directors/Dy. Director In-Charges are advised to ensure that all Aadhaar seeding requests of employees/beneficiaries received through their respective Employer should be dispose off within a period of two working days.

This issues with the approval of Director General.

Yours faithfully

Encl - as above

  
(Deepak Joshi) 31/12/23

**Insurance Commissioner (Benefit/Revenue)**