



ക.ര.ബി.നി
E.S.I.C.

എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ
(തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

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To

M/s All Employers
under SRO Kollam

Sirs,

Sub: Filing of contribution in respect of employees who are on ESI leave - Reg.

With reference to the above, it is informed that our audit party frequently observe that contribution is being filed by the employers in respect of the period, during which the employees are on ESI leave. The issue is that the audit recommends for recovery of payment given by the ESI Corporation to compensate the loss of wages on the ground that the employer has already paid the wages to the employees during the ESI leave period. It is understood that in most of the cases, it happens due to the negligence on part of the employers, when contribution is filed in respect of their employees. In this regard, Please note than once you file contribution in respect of any employee by entering a certain number of days and certain amount of wages, against their names in any month, it clearly speaks that these employees have been paid the amount of salary for the corresponding number of days in that month, which you have furnished against their names while filing monthly contribution, which you can not deny at a later stage.

Therefore to avoid recovery of wages paid to your employees by ESI CORPORATION to compensate the loss of wages, during the period they are on ESI Leave, you have to ensure that that you are not filing contribution for the those days. Accordingly it is suggested that as a responsible employer, you are supposed to know the name of employees who are on ESI leave and the staff who deals with the ESI matters or the outside consultants who deal with the ESI matters have to be instructed to verify Attendance register maintained at your office arefully before filing contribution for any month. It may be brought to their attention that the number of days during which the employees are paid ESI Leave salary should be excluded when the number of days are entered against such employees and regarding the amount of salary the corresponding salary paid by the employer only to be entered in the online portal against the name of these employees.

It is once again requested to be careful while filing contribution and please don't file contribution for those days, during which period your employees are on ESI leave. It is hereby warned that if such incidents are repeated in future the leave amount paid by the ESI Corporation for such days will be recovered from the employees and further action as per provisions of ESI Act will be taken against the employer for wrong filing of contribution.

Please take it as a collective responsibility of employees and employers.

Yours faithfully

Deputy Director

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उप निदेशक / DEPUTY DIRECTOR
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