

मित्री सचिव कक्ष

डापरी सं. ...३१५.....

दिनांक ...१६/११/०८.....

**EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN: CIG ROAD: NEW DELHI**

NO.P-11/14/1/08-Rev.II

July 11, 2008

To

**All the Regional Directors/Jt. Director (I/c)**  
ESI Corporation  
Regional/Sub-Regional Office

**Subject: Allotment of Code Numbers to Security Agencies / Labour  
Supplying Contractors / Placement Agencies etc.**

Sir,

Reference is invited to this office instruction issued vide No.P-11/14/1/97-Ins.IV dated 3.5.2002 wherein the procedure to be adopted for allotting code numbers to Security Agencies and Labour supplying contractors was specified.

It has been brought to the notice of this office that many Security / placement Agencies and Labour supplying contractors apply for code numbers under the Scheme only to participate in the tender and once the code number is allotted to them, either they do not make regular compliance, or they are not found at the address given by them in the Form-01.

In order to ensure that such Contractors make compliance under the Act and register their workers with the Corporation to enable them to avail the benefits under the ESI Scheme, the Standing Committee in its 179<sup>th</sup> meeting held on 15.6.2008 has authorized the Director General under Regulation 33 of ESI (General) Regulations, 1950 "to accept contributions subject to such terms & conditions as he may impose, at times and in a manner other than those specified in the Regulations".

Accordingly, after going through the pros and cons of the issue, Director General has ordered that when such Security Agencies / Labour Supplying Contractors / placement agencies etc. become coverable under Section 1(5) of the Act by employing 20 or more persons and apply for issue of code number in Form -01, it should be submitted along with the list of workers employed, their Declaration Forms along with family photographs as required under Regulation and Bank Draft towards payment of advance contributions for six months in respect of such workers from the date they

*Pl ensure compliance  
with immediate effect.*

*Most important.*

*16/11/08  
A.A. (Conv.)*

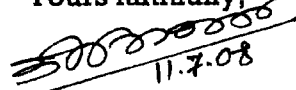
become coverable. Employer however will recover employees' share of contribution at the time of payment of wages to the individual employees on monthly basis and in no case they can deduct advance contribution from the employees for making advance payment to Corporation.

On receipt of Form 01 along with duly furnished Declaration Forms, family photograph and documentary evidence of payment of advance contribution, the Regional Directors / Jt. Directors (I/c) may allot code number to the employer and IP number to the worker immediately and also ensure that Identity Cards are issued to the workers within three days. Further, after issue of code numbers, the unit must be got inspected within a period of three months.

This issues with the approval of IC/DG and shall have immediate effect.

Hindi version would follow.

Yours faithfully,

  
11.7.08

(K. MISHRA)

ADDL. COMMISSIONER (REV.)

Encl: As Above.

Copy to -

1. Heads of Divisions in Hqrs. Office.
2. All the SSMCs/SMCs.
3.  All the Jt. Directors/Dy. Director (Fin.) *De/L.*
4. All Branch Officers / Branches in Hqrs. Office.
5. Raj Bhasha Cell for Hindi translation.
6. System Division for loading on website.