

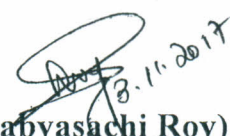


OFFICE ORDER NO. 801/2017

DATED: 11/11/2017

In a bid to augment the administrative control of the implementation of the ESI Schemes and the convenience of the beneficiaries (Part Time Employees), the following amendments in the Office Order No. 512/2017 dated 29.06.2017 are being made:

- A. The Company has registered itself as an establishment under the Employees' State Insurance Scheme with **Registration No. 41000671150000905** and separate subunits have been created for all the units where part time employees have been deployed.
  - B. Instead of the designated officer of the Corporate (HR & A) Department, the matters pertaining to the enrollment of the existing PTEs or those, who will be deployed in future, will be dealt by the concerned HR & A Officers or the In-Charges of the Accounting Units (where the HR & A officers are not posted). There is no need to send any documents (Application, Declaration, etc.). However, in case of a newly created unit, they will have to submit the details required for creation of Subunit under ESI along with the proposal for sanction to the General Manager (HR & A).
  - C. The concerned HR & A Officers or the In-Charges of the Accounting Units (where the HR & A officers are not posted) will incorporate any change in personal information of the Insured Person (IP) or his/her family members or nomination details, etc. on receipt of application from the IP in this regard and in concurrence with their Controlling Officers. There is no need to send the applications and documents to the Corporate (HR & A) Department.
  - D. After initial enrollment or incorporation of any change in personal information, a soft copy of the e-Pehchan Card should be sent via mail at [csowbsetcl2016@gmail.com](mailto:csowbsetcl2016@gmail.com) for updation of the Data bank at the Corporate Office.
  - E. The responsibility for deposition of the employer's and employees' contributions will be on the In-Charges of the concerned Accounting Units instead of the Terminal Benefit Cell of the Corporate Accounts Department. The ESI contributions should be deposited with the ESIC within 15<sup>th</sup> of the succeeding month or any date as will be specified by the ESIC from time to time. The ESI Challan should be generated prior to payment of wages and the IPs's contributions should be deducted from their monthly wage.
  - F. Annexure III, as mentioned in Sl. No. (h) of the Office Order No. 512/2017 dated 29.06.2017, need not be sent to the Terminal Benefit Cell.
  - G. The HR & A Officers or the In-Charges of the Accounting Units (where the HR & A officers are not posted) will be responsible for submission of Reports / Returns to the ESIC as per requirements.
  - H. All concerned officers must strictly comply with the provisions of the Employees' State Insurance Act, 1948 & its relevant Regulations including the amendments.
- All other terms of the said Office Order will remain unaltered.

  
(Sabyasachi Roy)  
**Director (HR & A)**

Memo No: Corp/HR&A/TCL/PTE/ESI/ 5706

Date: 11/11/2017