

ESI GUIDELINES

Sr. no.	Particulars	Details
1	Registration of Employees/ Associates	<ol style="list-style-type: none"> 1. Complete declaration form has to be submitted at the time of joining along with photographs 2. All required particulars of the member and their eligible nominees should be mentioned. 3. Temporary card has to be obtained within 15 days from the date of joining the organization 4. Permanent card has to be obtained after 3 months by surrendering the temporary card.
2	Change of Nominee/Nominee Addition	Complete the particulars in form 1B/Form 72(a) and submit the same along with temp cards to the local office
3	Procedure for availing medical benefit	<ol style="list-style-type: none"> 1. Get the temporary card registered with local dispensary within 7 days. 2. The family can avail the medical benefit in the place where they resides by obtaining a separate card. 3. If the member is moving frequently he can avail the medical benefit by producing form 105 anywhere in India.
4	Availing Maternity Benefits	<ol style="list-style-type: none"> 1. Register with local dispensary. 2. A Certificate from the doctor has to be obtained. 3. Frequent Checkup with the local hospital and endorsement on the insurance card. 4. Medical benefit in Form 9 has to be submitted 5. Verification by ESIC department in form 10 to the employer 6. Certificate / Notice of pregnancy in form 17 has to be produced 7. Certificate of expected confinement in form 18 has to be submitted 8. Claim for maternity benefit and notice of work in form 19(all the forms will be supplied by the local office/dispensary at free of cost)
5	Availing Cash Benefit	On Completion of 9 months membership at ESIC members can ALONE avail cash benefit. The members of the family are not entitled for cash benefits however they can avail the medical benefit.
6	List of local office/Dispensaries	Can be viewed in the web site www.esic.nic.in
7	ESIC Transfer procedure	When you are already a member of ESIC in an establishment consequent to change of employment you will continue to be a member provided if you submit the necessary declaration in form 53 endorsed by your present employer along with insurance card (Temporary/ Permanent)