



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



मुख्यालय
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No: P-11/12/Misc./SST Misuse/2019-Rev-II

Dated 06.11.2023

To,

All Regional Directors/Directors(I/C)/Joint Director(I/C),
Regional office/ Sub regional offices,

8/11/23
Through WCM

Subject: **Regarding registration of Employees within 10 days of the date of appointment by employer-regarding**

Sir,

Please refer to this office circular no. P-11/12/Misc./SST Misuse/2019-Rev.II dated 21.11.2019 and 03.12.2019 on the above mentioned subject whereby detailed instructions in respect of the employees covered beyond the stipulated period was issued.

From the review of the cases pending with ROs/SROs it is observed that a large number of such cases are pending at RO/SRO level(Copy enclosed). It is reiterated that as per the Hqrs instructions dated 03.12.2019 the guidelines for such cases are:

"Employer will submit relevant reply/records within 15 days of issue of Show Cause Notice to the concerned RO/SRO in the prescribed proforma and the Regional Director/Authorized officer after verifying the records accept the date of appointment as declared by the employer, the employer can file the contribution of employees from the date of appointment".

Thus in all such cases where the employer has submitted the request with required document within stipulated period may be settled within 7 days. The number of such pending cases as on 01.11.2023 may also be intimated along with the number of settled cases.

In respect of remaining cases the action may be taken on urgent basis to clear the pendency status in system by taking action as per the cited instructions .

This issues with the approval of Competent Authority.

Yours Faithfully,

21/11/23
(Rakesh Chauhan)
Dy. Director (Rev.)