

IP  
is our  
VIP

# For Attention of Employers



## accessing services through [www.esic.in](http://www.esic.in)

- Please check if your new joining employee was earlier working and issued with any ESI Card / Number. If so, insert his IP details (old) in your portal. Such employees can avail benefits on old card or given counterfoil by you.

Register your **new** employees immediately (latest within 10 days) giving full particulars and family details.

- Immediately issue TIC (Temporary I Card) to the employees—to ensure availability of medical benefits to them with immediate effect.
- Do not accumulate TIC work.
- Advise your new employees to visit ESIC Pehchan Card camp for giving biometrics for new permanent smart card within 15 days as TIC has short validity (90 days).
- Update **mobile/telephone/e-mail/family details** etc. particulars of your employees in the portal– to enable us approach them to deliver services quickly.
- If you follow above procedure generation of challan for payment of contribution will be hassle free.
- Your employees will be eligible for certain additional benefits linked to their length of service/contribution.
- Send your queries to [itcare@esic.in](mailto:itcare@esic.in) for any clarification/help.

**HELP US TO SERVE YOU BETTER**



कर्मचारी राज्य बीमा निगम

Employees' State Insurance Corporation