

Circular

It has been observed that during the pilot phase of computerization a large number of employers had, knowingly/unknowingly obtained new Insurance Numbers for their employees/IP's even though they were having old numbers and Pehchaan Card was also done on the old numbers. The IP's have to face hardships in obtaining benefits / treatment due to contribution being deducted on different insurance number and Pehchaan Card being done on the other insurance number. Considering the above facts, in genuine cases it has been decided that contribution transfer will be allowed subject to fulfillment of following conditions.

- i. Pehchaan card is to be done on the desired number by the IP.
- ii. The employer has to give a written request in Annexure 'A' specifying the period for which contribution is to be transferred and reason why this duplication happened and that the same will not happen in future.
- iii. The employer should obtain an undertaking in prescribed Annexure 'B' from the IP that he has not claimed any benefit for the said period and if found the same will be refunded by him. The Employer should sign the same as witness and enclose a/w. the aforesaid letter.
- iv. The employer should pay contribution for the current month on the correct number i.e. Biometric Pehchaan Card number.
- v. IP names should be the same on both the numbers.
- vi. Both IP Numbers should be tagged with the same employer.
- vii. The contribution period shouldn't be prior to year April 2011 & the same must be online.
- viii. The IP should not have availed of any benefit on the Insurance no. from which data is to be transferred.