



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN : CIG ROAD : NEW DELHI**  
**Tel: 23236764**

NO.P-12/11/31/21/2008-Rev.II

December 31, 2008

To

**All the Regional Directors/Jt. Director (I/c)**

ESI Corporation

Regional/Sub-Regional Office

\_\_\_\_\_.

**Subject: Coverage & Compliance in respect of employees posted in Branch Offices / Sales Offices / Regd. Offices / Admn. Offices in different Region / Sub-Regions.**

Sir,

A reference is invited to Hqrs. instruction No. P-12(11)-31/21-99-Ins.IV dated 1.5.2000 (Instruction No. 2 of 2000) on the subject mentioned above, wherein sub-para (iii) it is insisted that "for the purpose of issuing the sub-code number, the employer of the main covered factory / establishment is required to furnish the detail address of such office(s) / employee(s) wherever he is staying along with a copy of coverage letter (C-11) of the main factory / establishment to the concerned Regional / Sub-Regional Office".

Of late, it has been observed that issue of sub-code is denied in cases where the employer is unable to produce any local address as –

- (a) they are not having any established office in that area;
- (b) the employee(s) posted in such areas do not have any permanent address in that area as they are reported to reside in areas other than their place of working whether falling in implemented or non-implemented area.

This is causing undue inconvenience in providing benefits to the employees in spite of the fact that contribution in respect of such employees have been deposited / recovered from the Head Office of the employer.

In order to mitigate the inconvenience, it has been decided that it should not be insisted upon the employer to furnish local address while submitting the application for issue of sub-code number. In such cases, they may be asked to submit the address of the nearest / immediate controlling office which will ensure the compliance in respect of the employee(s) of such areas. The person responsible for compliance will be the designated by that controlling office. Similarly, in Declaration Form of employee(s) so covered, the residential address as declared by the employee(s) should be accepted.

For example, a company has posted its sales representative at Varanasi without having any local establishment there. But the company is having its controlling office in Lucknow. The employee(s) may also be not staying in implemented area of Varanasi but is living in nearby implemented / non-implemented areas. In such case, while submitting the application for issue of sub-code number, the employer company shall provide the address of the controlling office at Lucknow as well as the name of the authorized / designated person of Lucknow Office who will be responsible for the compliance in respect of the employee at Varanasi. Similarly, while submitting the Declaration Form, the employee may furnish his actual residential address even though it may be outside the implemented area of Varanasi. Such Declaration Forms should also be accepted and insurance number should be allotted promptly.

This issues with the approval of the Insurance Commissioner / Director General.

Hindi Version will follow.

Yours faithfully,

**(K. MISHRA)**  
**ADDL. COMMISSIONER (REV.)**

Copy to –

- (1) AC(NTA)/Zonal Training Officers.
- (2) All the Officers at Hqrs. Office.
- (3) All the Branches at Hqrs. Office.
- (4) Zonal Vigilance Officers.
- (5) Jt. Director (Fin.)/Dy. Director (Fin.)/AD(F) of Regional Offices/SRO.
- (6) Raj Bhasha Cell for Hindi Translation.