



Sub-Regional Office
EMPLOYEES' STATE INSURANCE CORPORATION
ESI Corporation, Sector 7, Near Sai Baba Mandir

C-11 Regd. with a.d.

6173
Dated: 4/8/2012

To
M/s. SIONA SECURITY & MANAGEMENT SERVICES
HOUSE NO.381 A KHASRA NO-541/197 2ND FLOOR LAND MARK NEAR PNB BANK ONKAR NAGAR
TRI NAGAR NEW DELHI-110035
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Subject:- Implementation of the E.S.I. Act, 1948 and Registration of Employees of
the Factories and Establishments under Section 2(12) of the Act, as
amended.

Dear Sir(s),

1. It is informed that under section 1(3) of the esi. act, 1948 is applicable to all factories/establishments covered under the act within the area where your factory/establishment is situated
2. It is further informed that the appropriate government has extended the provisions of the act to other establishments under section 1(5) of the act in this area
3. Under section 2 a of the act such a factory/establishment is required to register itself under the act and chapter iv thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you, the report of the inspection conducted by the Insurance Inspector**/Branch Office Manager who inspected your factory on -NA- your factory falls within the purview of Section 2(12) of the Act with effect from 01/07/2012 provisionally/finally. In case, however, subsequent facts reveal that your factory was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date.
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act. **you are also requested to submit employer's registration form (form 01) as required under the provisions of sec.2-a of the esi act, 1948 read with regulation 10-b of the esi(general), regulations, 1950.
6. For the sake of convenience your establishment has been allotted code No 22001160800001099 which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at Model Branch Office Nangloi, A-5 Naresh Park Extn., Above Vijaya Bank, Near Water Tank, Najafgarh Road, Nangloi-110041 has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter.
7. It is requested that publicity may kindly be given to list of insurance medical practitioners, employees' state insurance dispensaries to enable your employees to choose their e.s.i. dispensaries/insurance medical practitioner. required forms etc. may please be collected from the branch office mentioned above to which all your employees will also be attached.