



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



मुख्यालय

Headquarters

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Date: 04-08-2026

To

All Regional Directors/Joint Directors (I/c)
Employees' State Insurance Corporation

Subject: Implementation of New Insured Person (IP) Registration functionality in ERP - reg.

Sir/Madam,

I am directed to inform that a new Insured Person (IP) Registration functionality has been developed in the ERP system for registration of employees under the Employees' State Insurance Scheme.

The module has been designed to facilitate seamless registration of Insured Persons, capture of requisite details and generation of Insurance Number. The module shall be used by the employer for processing and facilitating registration-related activities.

Further, the employees themselves may complete the authentication process through the ESIC Health Connect App, thereby enabling a simplified and user-friendly registration process.

A User Manual containing detailed workflow, operating instructions, screenshots, and step-by-step guidance for the new IP Registration functionality is enclosed for information, training, and necessary action.

All Regional Offices/Sub-Regional Offices are requested to:

- i. Disseminate the enclosed User Manual among all concerned officers/officials, Branch Offices, and stakeholders under their jurisdiction.
- ii. Organise suitable orientation/training sessions for field functionaries to ensure smooth implementation of the new functionality.
- iii. Facilitate employers and Insured Persons in understanding and utilising the new registration process.

The contents of this communication may be brought to the notice of all concerned for information and necessary action.

This issues with the approval of the Insurance Commissioner.

Yours faithfully,

(Chandan Prabhakar)
Deputy Director (Benefit)

Encl.: User Manual for New IP Registration Module.

Copy to:

1. Insurance Commissioner (ICT), Hqrs. – for information.
2. Web Content Manager – with a request to upload the User Manual and related instructions on the ESIC website/portal.
3. All Branch Offices through concerned RO/SROs.
4. Guard File.