



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



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Date: 06-08-2024

To,

The Addl. Commissioner/Regional Director (I/c) / SRO (I/C)
Regional/Sub Regional Office
ESI Corporation

Subject: Forwarding of user manual for bulk Aadhaar seeding of ESIC beneficiaries through employer portal - reg.

Sir/Madam,

Please refer to this office earlier instructions dated-20.06.2023, 17.07.2023, 20.07.2023, 04.10.2023 & 10.01.2024 wherein process of Aadhaar seeding through OTP authentication, biometric authentication & face authentication were circulated in detail for information and necessary action by all the field offices.

In this regard, it is informed that ICT Division, Hqrs has recently made provisions for bulk Aadhaar seeding in the employer portal. Using this facility, employers will be able to seed Aadhaar details of insured persons and their family members in bulk by providing their Aadhaar number and attached mobile number in the Bulk Aadhaar Seeding Template downloaded from the link given at the employer portal. This facility has been deployed by ICT Division w.e.f. 02.08.2024. The user manual for the same is attached herewith for information and necessary action.

Before uploading Aadhaar and mobile number of the ESIC beneficiaries in the "Bulk Aadhaar Seeding Template" by the employer, it must be ensured that-

- The details uploaded are correct and as per Aadhaar. In case of mismatch, Aadhaar will not be seeded in application.
- If a beneficiary desires to change personal details in ESIC portal as per Aadhaar, he/she may do the same through IP/employer portal or contact their designated ESIC Branch Office along with the documents required. For correction in Aadhaar data, he/she may update the same as per UIDAI guidelines.

- In case of minor family member, mobile number of IP/Parent/Guardian may be uploaded.
- Users (employer) should not change any details of IPs or family members in downloaded template. They are only required to enter Aadhaar and mobile number of beneficiaries.

It may be noted that the above feature is in addition to existing OTP based authentication, biometric authentication & face authentication through AAA+ App and all these processes of Aadhaar seeding will continue.

Therefore, all the field offices are requested to examine the employer-wise Aadhaar seeding report generated through system and focus on targeting employers with a large number of beneficiaries who have yet to seed their Aadhaar data in ESIC database.

Further, it is also requested to give wide publicity of this new feature in their jurisdiction to expedite the Aadhaar seeding of IPs and their family members to complete the process of Aadhaar seeding in time bound manner.

This issues with the approval of competent authority.

Yours faithfully,

(Sunil Yadav)
Dy. Director (Bft.)

Copy to: Web content manager for uploading the circular on ESIC website