

ESIC Registration & Monthly Compliance Checklist

For employers in Howrah, Kolkata and West Bengal. Use this sheet to test ESI applicability, complete insured-person onboarding and run the monthly contribution cycle.

1. Coverage test

- ☐ Count every person employed for wages on the premises
- ☐ Include agency, canteen, housekeeping, security and contract workers
- ☐ Coverage applies at 10 or more persons in implemented areas of West Bengal
- ☐ Identify insured persons: gross wages up to Rs. 21,000 (Rs. 25,000 for a person with disability)
- ☐ Note the exact date the threshold was crossed — liability runs from that date

2. Registration document pack

- ☐ PAN, incorporation certificate / partnership deed / LLP agreement
- ☐ GST certificate, trade licence or Shop & Establishment registration
- ☐ Factory licence, where applicable
- ☐ Cancelled cheque and latest bank statement
- ☐ Premises address proof with electricity bill
- ☐ Class 3 DSC of the authorised signatory
- ☐ Employee list with date of joining, designation and monthly gross wages
- ☐ Month-wise employee strength from the date operations started

3. Filing and code allotment

- ☐ Register on the Shram Suvidha USSP portal and obtain the 17-digit employer code
- ☐ Verify the registration letter details against your records
- ☐ Map every pay head to gross wages — do not use the PF basic figure
- ☐ Secure portal credentials and nominate a monitored email and mobile number

4. Insured person onboarding

- ☐ Generate IP numbers for every eligible worker
- ☐ Record family particulars for dependant benefits
- ☐ Allocate the correct dispensary for each worker
- ☐ Issue e-Pehchan cards and confirm workers can use them

5. Monthly and periodic cycle

- ☐ Prepare the contribution return from gross wages
- ☐ Remit the challan by the 15th of the following month
- ☐ Continue contributions to period end when a worker crosses the ceiling
- ☐ Verify immediate-employer (contractor) challans against your gate register

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- ☐ Reconcile the April-September and October-March contribution periods

6. Accidents and records

- ☐ Maintain the accident book on the shop floor
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- ☐ Report employment injury in Form 12 within 24 hours
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- ☐ Maintain the register of employees in Form 6 and the inspection book
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- ☐ Preserve wage registers, challans and contractor bills for at least five years
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- ☐ Keep records retrievable — missing records invite a Section 45A best-judgement assessment

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General guidance only, not legal advice on your specific facts. Confirm current rates, ceilings and due dates with a consultant before acting.