



**Latest Updates**

1. Hon’ble Finance Minister announced Fiscal stimulus package worth 20 lakh crore.
2. PF contribution to be 10% (instead of 12%) for the wage months of May, June and July 2020
3. Establishments who are below with a head count of 10 and wish to voluntarily cover their establishment under ESIC can do so
4. Lockdown 4.0 with more ease – Establishments can work with upto 50% of manpower

**Process of Reimbursement of expenditure incurred by Employer on treatment of its employees covered under ESI – for providing Medical care in emergencies**

- Normally patient / IP should be admitted to the nearest ESIS hospital instead of Private hospital at long distance
- If nearby EIS hospital is not available, 'Emergency Certificate' of treating hospital / doctor should be enclosed alongwith claim
- Copy of Accident Report admitted by the Branch Manager should be enclosed along with claim
- A copy of Police Report / FIR or Panchnama if applicable may be submitted alongwith the file
- Attested copy of I Card issued ESIC should be attached
- Proper prescriptions of medicines against each Cash Memo should be attached
- Original Discharge Card / Death Certificate, Treatment Papers, Investigation Reports should be attached along with claim
- Original money receipts of hospital showing bill paid by Employer along with Bank details of Employer, if paid by Cheque
- Affidavit of I.P / nominee on Rs.100/- stamp paper regarding entire expenditure during the treatment have been incurred by Employer and Cheque for reimbursement amount be issued in favour of Company
- **The claim should be submitted within three months from the date of discharge**
- **The claim shall not be accepted beyond three months.**

**The Following are few examples for enforcement tools which are used in general, by Factory Inspectorate in India:**

1. Verbal warning / written warnings / improvement notices
2. Guidelines issues / administrative directions or orders
3. Administratively imposed monetary / increased regulatory burden
4. Negotiated solutions to non-compliance / probation for companies and Directors / Contract listing / Disqualification of Directors
5. Variations of licenses or conditions / civil and criminal prosecution
6. Stop work order

**Employment Exchange (Compulsory Notification of Vacancies) Act**

**Exclusions** under Emp. Exc. (CNV) Act,- it is not necessary to notify or file ER I & ER II, if the total number of Employees of the 'establishment' is less than 25 & for following category of employees (to be employed):

- (i) in agriculture and horticulture in any establishment in private sector;
- (ii) in domestic service.
- (iii) where the period of employment is less than three months;
- (iv) to do unskilled office work; (Daftri, Jemadar, Peon, Dusting man, Bundle/record lifter, process server, Watchman, Sweeper)
- (v) proposed to fill through promotion or by absorption of surplus staff;

**Following does not constitute to Misconduct**  
**Lack of Efficiency**  
**Negligence in Performance**  
**Committed during non-working hours**