Circular for Process of challan deletion requests from Employers by ESIC - The Employees' State Insurance Act, 1948

ESIC has issued circular vide F.No. I-11/12/02/2018-ISD dated: 04.06.2018 regarding Process for challan deletion requests from Employers. The conditions for request, are as follows-

(i) Deletion requests for Challans already paid, will not be entertained.

(ii) Employer should sent requests to ESIC branch office or RO /SRO by an application within 3 days after generation of challans/ Submission of Contribution. In case, if request is made by third person, then it is require to mention details such as name, mobile number, email ID of employer and authorized signatory designated.

Also the following details/records/information would require to submit with self attestation.

1. Employer's Code
2. Employer's Name
3. Challan Number if Generated
4. Pan Card
5. Email Address
6. Contact number
7. Employer Address
8. Month of Contribution
9. Date of Challan/Submission of Contribution detsils if challan not generated
10. Challan Amount/ Contribution Amount If Challan Not Generated
11. Date of request for deletion

Reason for Request in Detail:

Documents : 1. Excel Sheet (IP Number, name , Days worked, Wages paid) uploaded for challan generation with the portion that were filled erroneously highlighted.

2. Undertaking containing that the amount mentioned in excel sheet would be deposited within 10 days after request for deletion for the existing challan is approved and the challan is deleted.

(iv) Hard copy to be sent by employer in due course. All documents in required format to be attached and sent with email.

(v) Challan deletion request should be for the challan of previous month only. Eg- Challan deletion request for contribution payable for April-18 shall be accepted in the month of May-18 and that of any other period prior to April-18 shall not be entertained.