

Circular No – 052/2024

Date: 01.08.2024

To

All Members of the Association

**ESIC LAYS DOWN REVISED PROCEDURE
FOR CHANGE OF DATE OF BIRTH OF INSURED PERSONS**

1. ESI Corporation implemented Aadhaar on voluntary basis for registration and providing benefits to insured persons and beneficiaries under the ESI Scheme. ESI Corporation had informed their field functionaries that online request received from insured persons relating to correction / up-dation in their particulars specifically date of birth (varying 3 years or more) may be accepted as per the details in their Aadhaar card which carries specific date of birth.
2. After the issuance of the above direction, UIDAI removed Aadhaar from the list of acceptable documents for the purpose of verification of the date of birth.
3. On the basis of the clarification of UIDAI the ESIC advised field functionaries that Aadhaar may not be considered for correction of date of birth of insured persons and their dependants. Accordingly, the guidelines issued by the ESI Corporation on 24.07.2023 informing the filed functionaries to consider accepting the date of birth as specified in the Aadhaar details has been withdrawn by their internal circular dated 14.07.2024.



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4. Consequent to withdrawal of accepting the date of birth on the basis of the specific entries in the Aadhaar, the procedure to be followed for correction of date of birth of insured person has been once again examined by the ESIC.
5. ESIC have now clarified that the list of valid documents to be accepted as proof of age of insured persons and their family members and their dependents as contained in Regulation no.80(2) ESI (General Regulations) 1950 may be followed for correcting the date of birth.
6. ESIC have also referred to the paragraph 1.73 of ESIC Branch Office Manual which provides as under:

“Where the desired change in the declared age is 3 years or more, the insured person should, in addition, be asked to appear before the Medical Referee who may be requested to advise whether his age and condition corroborate the revised age applied for. Such a change may then be accepted, if it is applied for by the insured person before any accident resulting in permanent disablement happens to him. After an accident resulting in permanent disablement no change in age/year of birth should normally be accepted and such cases may be referred to Hqrs. with full particulars for further consideration on merits.”
7. The provisions of para 1.73 of ESI Branch Office Manual would apply only for insured person and not for the family members and dependents.
8. ESIC have further clarified that any correction /up-dation in the date of birth of insured person and their family members /dependents be made in accordance with the provisions outlined in regulation no. 80(2) of the ESI General Regulations 1950 and para 1.73 of ESI Branch Office Manual.
9. ESI have also informed their field functionaries as well as the other stake holders that the ICT Division of ESI Head Quarters has implemented provision





to include date of birth comparison in demographic details during the Aadhaar seeding process for beneficiaries and the same has been deployed in the application effective from 23.07.2024. All previous mismatch cases should be dealt with as per the standing instructions referred to above.

10. The instructions issued by the head office of ESIC to their field functionaries on 02.07.2024 and 29.07.2024 are attached.

For KARNATAKA EMPLOYERS' ASSOCIATION
Sd/
[B C Prabhakar]
President



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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No. N-12013/2/2023-BFT-II

Date: 02-07-2024

To

The RDs / Directors / SRO (I/Cs)
Regional/Sub Regional Offices
Employees' State Insurance Corporation

Sub: Clarification regarding Correction in Date of Birth of Insured Persons and their Family Members / Dependents

Sir,

Pursuant to a recent clarification by UIDAI, ESIC withdrawn its earlier instructions dated-24.07.2023 vide instruction dated 14.03.2024 for using the Aadhar as a proof of the date of birth.

After the withdrawal of HQ instructions dated-24.07.2023, whereby the field offices were instructed to accept the Aadhaar Card as a valid document for correction / updating in date of birth of insured persons including the cases where changes vary 3 years or more, several complaints / RTI Queries have been received seeking clarification on the issue.

In this regard, reference is invited to Reg. 80 (2) of the ESI (General) Regulations, 1950 which outlines the list of valid documents to be accepted as proof of age of insured persons & their family members / dependents.

Further, as per Para 1.73 of ESIC Branch Office Manual, "Where the desired change in the declared age is 3 years or more, the insured person should, in addition, be asked to appear before the Medical Referee who may be requested to advise whether his age and condition corroborate the revised age applied for. Such a change may then be accepted if it is applied for by the insured person before any accident resulting in permanent disablement happens to him. After an accident resulting in permanent disablement no change in age/year of birth should normally be accepted and such cases may be referred to Hqrs. with full particulars for further consideration on merits."

The provisions of Para 1.73 apply to only for insured persons and not for their family members / dependents.

In view of above, it is clarified that that any correction / updation in the Date of Birth of insured persons and their family members / dependents be made in accordance with the provisions outlined in Reg. 80 (2) of the ESI (General) Regulation, 1950 and Para 1.73 of ESIC Branch Office Manual.

Hence, all ROs / SROs are requested to bring the above instructions to the notice of subordinate offices and staffs for compliance.

This issues with the approval of the Insurance Commissioner (Benefit).

Yours faithfully,

Signed by Sunil Yadav

Date: 02-07-2024 09:57:44

(Sunil Yadav)

Dy. Director (Benefit)

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

Dy. Director (Benefit)



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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No. **N-12013/2/2023-BFT-II**

Date: 14.03.2024

To,

RDs/JDs/DDs(I/Cs)/Medial Superintendents/Deans
Regional/Sub Regional Office/ESIC Hospitals/Medical Colleges
Employees State Insurance Corporation

Subject: UIDAI guidelines reg. Removal of the Aadhar card from the list of acceptable documents for proof of date of birth.

Madam/Sir,

Reference is invited to Hqrs office circular no. P-11014/3/2022-Bft-II dated 24.07.2023 in respect of clarification regarding use of Aadhar for correction in DoB of IP beyond 03 years or more. It is informed that UIDAI has recently issued a clarification in which the UIDAI has removed Aadhar from the list of acceptable documents for DoB (copy enclosed).

In view of the direction of the UIDAI, Aadhar may not be considered for correction of DoB of IPs and their dependents and accordingly the instructions issued vide Hqrs letter dated 24.07.2023 is hereby withdrawn.

All RDs/JDs/DDs(I/Cs)/Medial Superintendents/Deans are requested to bring the above instructions to the notice of subordinate offices and staff for compliance.

This issues with the approval of the Director General.

Yours faithfully,

Enclosure: As above

Signed by Sunil Yadav
Date: 14-03-2024 16:52:30

(Sunil Yadav)
Dy. Director (Bft.)

Copy to:- P&D Branch, Hqrs for information and necessary action please.



कर्मचारी राज्य बीमा निगम
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No. P-11014/3/2022-Bft-II

Date: 24.07.2023

To,

All RDs/JDs/DDs(In-Charge)
All Regional/Sub Regional Office
Employees State Insurance Corporation

Subject:- Clarification regarding correction in Date of Birth of IP/IW beyond 03 years or more -regarding.

Sir/Madam,

With reference to above subject, it is informed that this office is continuously receiving letters/representations from various stakeholders and employers across country regarding editing/updation in their employee's particulars specially correction in Date of Birth. Insured Persons/Insured Women have been facing hardship for correction/updation in his/her particulars including Date of Birth where change varies 3 or more years.

In this connection, it is informed that ESI Corporation has implemented Aadhaar on voluntary basis for registration and providing benefits to Insured Persons and beneficiaries under the ESI Scheme. In this regard, online requests which are being received from Insured Persons relating to correction/updation in their particulars specifically Date Of Birth (varying three years or more) may be accepted as per details in their Aadhaar Card which carries specific date of birth.

Keeping in view, all Regional Directors/ Joint Director, In-charge's are requested to issue direction to all field offices under their jurisdiction for strict compliance in disposal off all online requests for edit/update of IPs and their family particulars as per this guideline within three days' time to mitigate the hardship faced by the IPs and their family members.

This issues with the approval of the Director General.

Yours faithfully
Signed by Sunil Yadav
Date: 24-07-2023 18:42:04
Reason: Approved

(Sunil Yadav)
Dy. Director (Benefit)

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



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No. N-12013/2/2023-Bft-II

Date: 29-07-2024

To,

RDs/JDs/DDs(I/Cs)/Medical Superintendents/Deans
Regional/Sub Regional Office/ESIC Hospitals/Medical Colleges
Employees State Insurance Corporation

Subject: UIDAI Guidelines reg. Removal of the Aadhar Card from the List of Acceptable Documents for Proof of Date of Birth.

Madam/Sir,

Reference is made to this office letter no. N-12013/2/2023-Bft-II dated 14.03.2024 on the subject mentioned above through which it was conveyed that due to recent directives from UIDAI, Aadhaar would no longer be accepted as a proof of Date of Birth of IPs and their dependents. Consequently, the instruction dated 24.07.2023 was withdrawn.

In this connection, it is informed that the ICT Division HQ has implemented provisions to exclude date of birth comparison in demographic details during the Aadhaar seeding process for beneficiaries and the same has been deployed in the application effective from 23.07.2024. All previous mismatch cases should be dealt as per standing instructions.

All Regional Directors (RDs), Joint Directors (JDs), Deputy Directors (I/Cs), Medical Superintendents, and Deans are requested to disseminate this information to subordinate offices and staff members for compliance.

This issues with the approval of the Insurance Commissioner (Benefit)

Yours faithfully,

(Sunil Yadav)

Dy. Director (Bft.)

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