



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



मुख्यालय  
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No. N-16016/1/2023-Bft-II

Date: 11.12.2024

To,

The Additional Commissioner/Regional Director (I/c) / SRO (I/C)

Regional/Sub Regional Office

ESI Corporation

**Subject: Forwarding of user manual for implementation of provision to 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.

Additionally, the provisions for bulk Aadhaar seeding through the employer portal was circulated vide this office letter dated-06.08.2024.

Recently, ICT Division has made provisions to upload multiple excel sheets in a day for bulk Aadhaar seeding. The user manual for the same is attached herewith for information and necessary action please.

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 to this new feature in area of your 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 sincerely

(Ravi Prakash, IOFS)  
Additional Commissioner

Copy to: Web Content Manager for uploading the instruction on ESIC website