



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



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
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Website: www.esic.nic.in / www.esic.in

No. N-16016/1/2023-Bft-II

Date: 06-08-2024

To,

The Addl. Commissioner/Regional Director (I/c) / SRO (I/C)
Regional/Sub Regional Office
ESI Corporation

Subject: Forwarding of user manual for 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.

In this regard, it is informed that ICT Division, Hqrs has recently made provisions for bulk Aadhaar seeding in the employer portal. Using this facility, employers will be able to seed Aadhaar details of insured persons and their family members in bulk by providing their Aadhaar number and attached mobile number in the Bulk Aadhaar Seeding Template downloaded from the link given at the employer portal. This facility has been deployed by ICT Division w.e.f. 02.08.2024. The user manual for the same is attached herewith for information and necessary action.

Before uploading Aadhaar and mobile number of the ESIC beneficiaries in the "Bulk Aadhaar Seeding Template" by the employer, it must be ensured that-

- The details uploaded are correct and as per Aadhaar. In case of mismatch, Aadhaar will not be seeded in application.
- If a beneficiary desires to change personal details in ESIC portal as per Aadhaar, he/she may do the same through IP/employer portal or contact their designated ESIC Branch Office along with the documents required. For correction in Aadhaar data, he/she may update the same as per UIDAI guidelines.

- In case of minor family member, mobile number of IP/Parent/Guardian may be uploaded.
- Users (employer) should not change any details of IPs or family members in downloaded template. They are only required to enter Aadhaar and mobile number of beneficiaries.

It may be noted that the above feature is in addition to existing OTP based authentication, biometric authentication & face authentication through AAA+ App and all these processes of Aadhaar seeding will continue.

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 of this new feature in their 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 faithfully,
Signed by Sunil Yadav
Date: 06-08-2024 15:57:32
(Sunil Yadav)
Dy. Director (Bft.)

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

Bulk Aadhaar Seeding

Bulk Aadhaar Seeding

ESIC is a social security organization under Ministry of Labour and Employment which provides medical and cash benefits in the exigencies of sickness, maternity, disablement, death, employment injury and unemployment to the workers in the lower wage bracket and their family members. Designed for those in the lower wage category, the ESI Scheme operates on contributions from both employers and employees at predetermined rates.

Bulk

Aadhaar

Seeding

However, lack of identification and authentication data poses operational challenges. To address this issue, Aadhaar Seeding initiative was introduced to streamline the process of linking Aadhaar numbers with ESIC for seamless authentication and verification. Currently, ESIC employs eKYC authentication facility utilizing various modes such as OTP, Biometric, and Face Authentication to seed Aadhaar and validate demographic details against the Aadhaar Database.

In this proposal, it was suggested to implementing a system for bulk Aadhaar seeding for employers, enabling them to upload a CSV file containing employee demographic details and Aadhaar numbers. The system will utilize the Yes/No authentication facility of UIDAI for verification and establish consent via SMS post-transaction with an opt-out option.



- Services ▾
- Information ▾
- Announcement ▾

New Update

Tender

Re E-Tender for "Empanelment of Local Laboratory

Trending on ESIC

Employees' State Insurance Corporation

Home Delivery of drugs to ESI beneficiaries

Hassle-Free Medicine Delivery for Senior Citizen's Well-Being

#MeraMeraKartavya

ESIC HOSPITAL
OKHLA, NEW DELHI - 110028
कराबी निकास

Employees' State Insurance Corporation
Ministry of Labour & Employment, Government of India

ESI Scheme Benefits

- Medical Benefit
- Sickness Benefit
- Maternity Benefit
- Disablement Benefit
- Dependant's Benefit
- Other Benefit
 - Funeral Expenses
 - Confinement Expenses

ESIC
A Promise to Your Well-being

Quick Finder

Select Offices / Hospitals ▾ Select State ▾ Search

- Employer Login
- Insured Person / Beneficiary
- Insurance Medical Practitioner
- mEUD
- ESIC Staff / Pensioner
- Lawyer

Click here



कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation
(Ministry of Labour and Employment, Government of India)



श्रम एवं रोजगार मंत्रालय
Ministry of Labour & Employment
भारत सरकार (Government of India)

No physical processing of paper is undertaken by ESIC for registration of Employer. If there is any complaint to the contrary, the same may be made on [help-shramsuvudha\[at\]gov\[dot\]in](mailto:help-shramsuvudha[at]gov[dot]in)

We Are Migrating To One Unit One Identifier

Government of India plans to do away with all employer codes being issued by separate labour enforcement agencies such as ESIC, EPFO, O/O CIC(C) and DGMS etc by replacing them with new Labour Identification Number (LIN). Your unit has already been allotted a LIN and the same can be obtained online using <http://tinyurl.com/whatismylin> Please verify the information associated with your LIN before the current employer codes are rendered useless. The procedure to verify the information is given in <http://tinyurl.com/shramsuvudhahowto> For any support please contact [help-shramsuvudha\[at\]gov\[dot\]in](mailto:help-shramsuvudha[at]gov[dot]in)

After entering Username, Password and captcha Click here to Login

Employer Login

Username/LIN

110000000000000002

Password

.....

Captcha *

ea3b80a

Type your Captcha

[Sign Up](#)

[Forgot password?](#)

LOGIN

[Username](#)

[Check Password Policy](#)

[Common Registration Link For ESIC / EPFO](#)

[Unified ECR link for ESIC/EPFO](#)

[Manual for Employer and Employee](#)

[Registration through Portal](#)



Employer Login: 11000000000000002 (LIN No. 8974653874)



Last Logged In Friday, August 02, 2024 at 2:59 PM

EMPLOYER

- [Update Employer Details](#)
- [Create Subunit Registration](#)
- [User Manual for Mobile/Bank update](#)
- [Accident Report \(Form 12\)](#)
- [Accident Report Print / PDF Form](#)
- [Wage Contributory Record](#)
- [Reply For Abstention Verification](#)

EMPLOYEE (INSURED PERSON)

- [Enroll Employee with previously allotted ESI Number](#)
- [Register/Enroll New Employee](#)
- [Update Particulars of Insured Person](#)
- [Update Mobile Number of Insured Person](#)
- [Bulk Upload of Mobile Number](#)
- [Bulk Upload of Account Number](#)
- [Bulk Aadhaar Seeding](#) 

MONTHLY CONTRIBUTION

- [File Monthly Contributions](#)
- [Generate Challan](#)
- [Modify Challan](#)
- [ViewContributionHistory](#)
- [Omitted Wages Challan](#)
- [Contractor/Principal Employer Master](#)
- [IP Mapping with Contractor/Principal Employer](#)

Click here to do Seed Aadhaar
in Bulk



User Login: 110000000000000002

Friday, August 02, 2024 9:33:24 AM

Employer Bulk Aadhaar Seeding (of existing Insured Persons)

Employer Code:*	<input type="text" value="110000000000000002"/>
Bulk Upload via Excel File :*	<input type="button" value="Choose File"/> No file chosen Upload Excel File Download Excel File

Note:

1. Employer must ensure that the details uploaded are correct and as per Aadhaar. In case of mismatch Aadhaar will not be seeded in Application.
2. Incase of minor; IP/Parent/guardian mobile number to be uploaded
3. User shall not change any details in template, he/she must enter Aadhaar and Mobile number only.
4. The mobile number tagged with the Aadhaar of the beneficiaries may only be provided.

Click here to download
Template

1. Before uploading Aadhaar and mobile number of the beneficiaries in the Bulk Aadhaar Seeding Template, Employer must ensure that the details uploaded are correct and as per Aadhaar. In case of mismatch Aadhaar will not be seeded in Application.
2. If you desire to change demographics as per Aadhaar, please contact to your designated ESIC Branch Office. For correction in Aadhaar details, please contact to UIDAI.
3. Incase of minor; IP/Parent/guardian mobile number to be uploaded.
4. User shall not change any details in template, he/she must enter Aadhaar and Mobile number only.
5. The mobile number tagged with the Aadhaar of the beneficiaries may only be provided.

Bulk Aadhaar Seeding Template



Microsoft Excel interface showing the ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Developer, Help) and a warning message: "POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the text (.txt) format. To preserve these features, save it in an Excel file format." Buttons for "Don't show again" and "Save As..." are visible.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	IPNumber	Name	Gender	Relationship	MemberId	AadhaarNumber	MobileNumber									
2	1115104570	Pareddy Sudha Rani	F	Dependant mother	2	'										
3	1115104570	Gunukula Karnaker Reddy	M	Self	0											
4	1115104841	Gunukula karnaker Reddy	M	Self	0											
5																
6																
7																

User must type inverted comma before typing Aadhaar number

Bulk Aadhaar Seeding Template



Microsoft Excel interface showing the ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Developer, Help) and a warning message: "POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the text (.txt) format. To preserve these features, save it in an Excel file format." Buttons for "Don't show again" and "Save As..." are visible.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	IPNumber	Name	Gender	Relationship	MemberId	AadhaarNumber	MobileNumber									
2	1115104570	Pareddy Sudha Rani	F	Dependant mother	2	9093XXXX2756										
3	1115104570	Gunukula Karnaker Reddy	M	Self	0											
4	1115104841	Gunukula karnaker Reddy	M	Self	0											
5																
6																

After uploading Mandatory details user must save the file and Upload the same.

Version 1.0 Created On : 04-07-2024

Bulk Aadhaar Seeding Template



The screenshot shows a Windows File Explorer window titled 'BulkAadhaarExcelDownload - Saved to this PC'. The 'Save As' dialog is open, showing the file name 'BulkAadhaarExcelDownload.xls' and the file type dropdown set to 'Excel Workbook (*.xlsx)'. The file type list includes various formats such as 'Excel Macro-Enabled Workbook (*.xlsm)', 'Excel Binary Workbook (*.xlsb)', 'Excel 97-2003 Workbook (*.xls)', 'CSV UTF-8 (Comma delimited) (*.csv)', 'XML Data (*.xml)', 'Single File Web Page (*.mht, *.mhtml)', 'Web Page (*.htm, *.html)', 'Excel Template (*.xltx)', 'Excel Macro-Enabled Template (*.xltm)', 'Excel 97-2003 Template (*.xlt)', 'Text (Tab delimited) (*.txt)', 'Unicode Text (*.txt)', 'XML Spreadsheet 2003 (*.xml)', 'Microsoft Excel 5.0/95 Workbook (*.xls)', 'CSV (Comma delimited) (*.csv)', 'Formatted Text (Space delimited) (*.prn)', 'Text (Macintosh) (*.txt)', 'Text (MS-DOS) (*.txt)', and 'CSV (Macintosh) (*.csv)'. A blue callout box with a white border points to the file type dropdown with the text: 'User must save file as Excel Workbook only, please do not change the format'. The Windows taskbar at the bottom shows various application icons including the Start menu, Search, File Explorer, Microsoft Teams, and several instances of Microsoft Office applications (Word, Excel, PowerPoint).

Version 1.0 Created On : 04-07-2024



Employer_Bulk Aadhaar Seeding_ Upload Template

User Login: 110000000000000004

Employer Bulk Aadhaar Seeding (of existing Insured Persons)

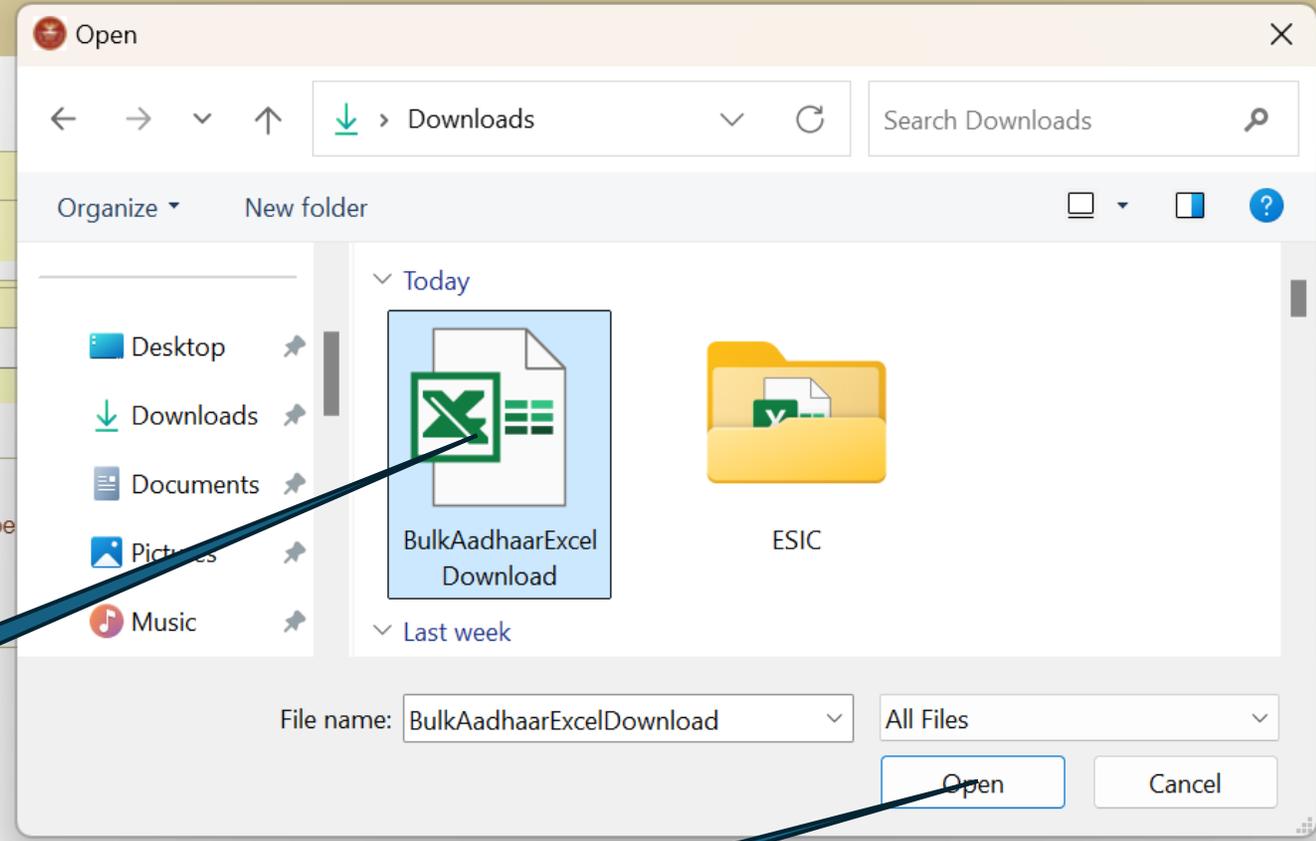
Employer Code:** 110000000000000004

Bulk Upload via Excel File :** Choose File No file chosen

Employer Code	Date of submission
110000000000000004	03/08/2024

Note:

1. Employer must ensure that the details entered are correct and as per Aadhaar. In case of mismatch Aadhaar will not be seeded.
2. In case of minor; IP/Parent/guardian's mobile number to be uploaded.
3. User shall not change any details in the template, he/she must enter Aadhaar and Mobile number only.
4. The mobile number tagged to Aadhaar of the beneficiaries may only be provided.



1. User must Click here to Browse file

2. Select File

3. Click on Open

Version 1.0 Created On : 04-07-2024

Employer_Bulk Aadhaar Seeding_ Upload Template



Employer Bulk Aadhaar Seeding (of existing Insured Persons)

Employer Code:*

Bulk Upload via Excel File :* BulkAadhaa...ownload.xls [Upload Excel File](#) [Download Excel File](#)

Employer Code	Date of submission	Action
110000000000000004	03/08/2024	Click Here to view Status for further action

- Note:**
- 1. Employer must ensure that the details uploaded are correct and as per Aadhaar. In case of mismatch Aadhaar will not be seeded in Application.
 - 2. In case of minor; IP/Parent/guardian mobile number to be uploaded.
 - 3. User shall not change any details in template, he/she must enter Aadhaar and Mobile number only.
 - 4. The mobile number tagged with the Aadhaar of the beneficiary may only be provided.

Click here to Upload

Employer_Bulk Aadhaar Seeding Success



Employer Bulk Aadhaar Seeding (of existing Insured Persons)

Employer Code:*	<input type="text" value="11001183010001018"/>
Bulk Upload via Excel File :*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload Excel File"/> <input type="button" value="Download Excel File"/>

Aadhaar verification of Insured Persons through bulk upload is in process. Please view the status / result after 24 hours for further necessary action!

Employer Code	Date of submission	Action
11001183010001018	02/08/2024	Click Here to view Status for further action

Bulk Upload submitted successfully for verification

Note:

- 1. Employer must ensure that the details uploaded are correct and as per Aadhaar. In case of mismatch Aadhaar will not be seeded in Application.
- 2. In case of minor, IP/Parent/guardian mobile number to be uploaded
- 3. User shall not change any details in template, he/she must enter Aadhaar and Mobile number only.
- 4. The mobile number tagged with the Aadhaar of the beneficiaries may only be provided.

Click here

Employer_Bulk Aadhaar Seeding Success



Employer Bulk Aadhaar Seeding (of existing Insured Persons)

Employer Code:*	<input type="text" value="11001183010001018"/>
Bulk Upload via Excel File :*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload Excel File"/> <input type="button" value="Download Excel File"/>

Aadhaar verification of Insured Persons through bulk upload is in process. Please view the status / result after 24 hours for further necessary action!.

Employer Code	Date of submission	Action
11001183010001018	02/08/2024	Click Here to view Status for further action

Note:

- 1. Employer must ensure that the details uploaded are correct and as per Aadhaar. In case of mismatch Aadhaar will not be seeded in Application.
- 2. In case of minor, IP/Parent/guardian mobile number to be uploaded
- 3. User shall not change any details in template, he/she must enter Aadhaar and Mobile number only.
- 4. The mobile number tagged with the Aadhaar of the beneficiaries may only be provided.

[Click here](#)

Report will be available after 24 hours. For example, Employer has uploaded Bulk Aadhaar seeding sheet on 7 pm 01-08-2024, then he/she must check the status after 7pm 02-08-2024.

Employer_Bulk Aadhaar Seeding Report



BulkAadhaarExcelDownload • Saved to this PC

Search

Arun Kumar AK

File Home Insert Page Layout Formulas Data Review View Automate Developer Help

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the text (.txt) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

J7

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	IPNumber	Name	Gender	Relationship	Age	Mobile Number	Status						
2	1115104570	Pareddy Sudha Rani	F	Dependant mother	54	9911565159	Opt out						
3	1115104570	Gunukula Karnaker Reddy	M	Self	26	8447730254	Seeded						
4	1115104841	Gunukula karnaker Reddy	M	Self	30	8860508324	Invalid Mobile/Aadhaar Number						
5	1115104841	Gunukula karnaker Reddy	M	Dependant mother	30	8860508324	Mismatch in data						

Thank You