



क र बी नि
ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

Contractor Mapping

How to map IP's to Contractors

Definitions and Scenarios

- Contractor is one who provides the man power to other companies/ employers to work in their premises. Also otherwise called as immediate Employer.
- Principal Employer is one who uses the Services of the Insured Persons so provided by the Contractors.
- Contracted IPs are those IPs who belong to the immediate employer who are working for the principal Employer

Overview of Contractor Mapping

- In the case of Principal employer covering / Contributing the Contracted IPs, Principal employer needs to map the Contracted IPs to Immediate Employers.
- In the case of Immediate Employer Covering / Contributing the Contracted IPs, Immediate Employer to map the Contracted IPs to Principal Employers.
- Overall activity is 3 step procedure:
 - Contractor Master - Create list of Contractors who are associated with the Employer.
 - IP Mapping to Contractor
 - Individual IP Mapping with Contractor – Map the IPs who are registered with Employer to the contractor.
 - Bulk IP Mapping – Map multiple IPs who are registered with Employer simultaneously using Excel

Contractor Mapping – Why it is required?

Principal Employer – Having Multiple Contractors

- Some Employers(Principal Employer) have multiple Immediate Employers (Contractor).
- Principal Employers are liable to pay ESI contribution on behalf of all the Employees employed as per ESI, Act 1948 as amended. Employees may belong as their core employee or contracted employee working within his premises.
- Principal Employer may need to to identify contribution amount paid against contracted employees for settlement of payment with contractors.
- By using Contractor Mapping Employer can achieve the desired result.

Contractor (Human Resource Provider) Having multiple Clients

- Contractor provide their employees to multiple clients.
- Contractor registered with ESIC will pay contribution for their employees.
- Clients using services/resources provided by Contractor, are liable to pay contribution for such employees. In case of default by contractor, clients will be deemed defaulter.
- Hence Client will enquire about ESI compliance report from Contractor/Security Service provider.
- Contractor/Security Service should be able to map employees to such clients using Contractor mapping and achieve the desired result.

Contractor Mapping – Do's & Don'ts

Do's

1. Before filing contribution contract employee must be mapped to particular contractor if necessary.
2. **There will be no changes in method of filing Monthly Contribution, Supplementary Contribution and Challan Generation**
3. Once contribution is filed, employer can view contribution history (contractor-wise) where contribution amount will be split contractor wise and printout of the same can be generated for official purpose.

Don'ts

1. Employer will not be able to file contribution multiple times i.e. once for core employees and then subsequently for each contractor.
2. Employer shouldn't perceive that by mapping IP, the person will be removed from the list and mapped to the contractor. *Note: ESI Compliance for the mapped IP still remains liable to the principal employer.*

Checklist – Contractor Mapping

- Employer should adhere following items before Filing Monthly Contribution
- If Employer requires to know Contractor-wise contribution then following steps should be followed:
 - Register/Insert all the IPs for whom contribution is to paid for the current month.
 - List of Contractors/client should be created by the employer.
 - All the employees should be mapped to contractor/client before filing the monthly contribution.

Login into ESIC portal

1. Collect the User-Id and Password from ESIC Officials. After receiving the User-Id and Password, please open ESIC portal using Internet Connection. ESIC Portal – www.esic.in.
2. In UserName Textbox please enter the username. In Password Textbox, please enter the password.
3. Click on Login button

Figure-1

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Employees' State Insurance Corporation

HOME ABOUT US WRITE TO US ACTS ESI SCHEMES RECRUITMENT TENDERS

User Login

Username: 11009990010000101

Password: *****

Login

About ESIC

Employees' state Insurance Scheme of India, is a multidimensional social system tailored to provide socio-economic protection to worker population and their dependents covered under the scheme. Besides full medical care for self and dependents, that is admissible from day one of insurable employment, the insured persons are also entitled to a variety of case benefits in times of physical distress due to sickness, temporary or permanent disablement etc. resulting in loss of earning capacity, the confinement in respect of insured women,

[know more](#)

If you have not registered with ESIC and do not have Employer code, Please Click on below link to Sign Up.

[Employer Sign Up](#)

On Successful Login

Employer Dashboard

The screenshot shows the ESIC (Employees' State Insurance Corporation) Employer Dashboard. The header includes the ESIC logo and name on the left, and the word "Insurance" on the right. Below the header, there is a navigation bar with the user login ID "41530092030010401" and the date/time "Thu 3 Feb 2011, 10:29:31 AM". A status bar indicates the user was "Last Logged in Wednesday, February 02, 2011 at 7:23 PM".

The main content area is divided into three columns:

- EMPLOYER**
 - [Update Employer Details](#)
 - [Accident Report \(Form 12\)](#)
 - [Employer's Report on Occupational Diseases \(Form 12A\)](#)
 - [Report from Employer for RGSKY \(UA4 - I\)](#)
 - [Report from Employer for RGSKY \(UA4 - II\)](#)
 - [Reply For Abstention Verification](#)
 - [Change Password](#)
 - [Help for Monthly contribution and Challan](#)
- EMPLOYEE**
 - [Insert IP Details](#)
 - [Register New IP](#)
 - [Update IP Details](#)
 - [Print Counter Foil](#)
 - [List of Employees](#)
- MONTHLY CONTRIBUTION**
 - [Left Employee](#)
 - [File Monthly Contributions](#)
 - [Generate Challan](#)
 - [Modify Challan](#)
 - [ViewContributionHistory](#)
 - [Miscellaneous Challans](#)
 - [Defaulter/Recovery Challans](#)
 - [Contractor history](#)
 - [Contractor Master](#)
 - [IP Mapping with Contractor](#)
 - [Bulk IP Mapping with Contractor](#)

The "MONTHLY CONTRIBUTION" section is highlighted with a blue border. At the bottom of the page, there is a disclaimer: "DISCLAIMER: Content owned, maintained and updated by Employees State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD IP Address : 83." The browser's address bar shows "Insurance Revenue Monthly Contribution" and the taskbar shows "Internet" and "100%".

Contractor Master

The screenshot displays the ESIC Insurance portal interface. At the top left is the ESIC logo and the text "ESIC Employees' State Insurance Corporation". At the top right is the word "Insurance". Below the header, the user login information "User Login: 41530092030010401" and the date "Thu 3 Feb 2011, 10:29:31 AM" are visible. A status bar indicates "Last Logged In Wednesday, February 02, 2011 at 7:23 PM".

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 - [Contractor history](#)
 - [Contractor Master](#)
 - [IP Mapping with Contractor](#)
 - [Bulk IP Mapping with Contractor](#)

The "Contractor Master" link in the Monthly Contribution section is highlighted with a blue box. A blue arrow points from this box to a larger white box with a black border containing the text "Click on the Contractor Master".

At the bottom of the page, a disclaimer reads: "DISCLAIMER: Content owned, maintained and updated by Employees State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD IP Address : 83." The browser's address bar shows "Insurance Revenue Monthly Contribution" and the taskbar shows "Internet" and "100%" zoom.

Contractor Master – Add Contractor

1. Enter Contractor Name, Contact Person, Contractor Address and Click on 'ADD' to add contractor to the list.
2. First Contractor for the employer will be created with code 'C000001' and then subsequently code number will be incremented sequentially.
3. RESET – This will clear the data entered in the screen.
4. CANCEL – This will close the screen

ESIC
Employees' State Insurance Corporation

Insurance

User Login: 41530092030010401 Thu 3 Feb 2011, 12:24:11 PM

Contract Master * Required Fields

Employer Code: 41530092030010401 Phone No: 23454870

Employer Address: Radhe Shyam Lane, Camac Street, Calcutta E-mail:

Contractor Details

Contractor Code: Search

Contractor Name* Contractor Address* Contact Person* State* ---Please Select--- District* -- Please Select -- Phone No. - -

E-mail:

Remove Contractor Add Reset Cancel

Contractor Master – Modify Contractor Details

Modify Contractor Details

1. Enter Contractor Code and then Click “Search”.
2. Contractor details as given earlier will be displayed.
3. Employer can modify the details and then click “Update” to update contractor details.
4. Employer can download list of contractors using ‘Download’ option.

The screenshot displays the ESIC Contractor Master interface. At the top left is the ESIC logo and the text "ESIC Employees' State Insurance Corporation". At the top right is the word "Insurance". Below the header, the user login ID "41530092030010401" and the date "Thu 3 Feb 2011, 12:39:09 PM" are shown. The main form is divided into two sections: "Contract Master" and "Contractor Details".

Contract Master Section:

- Employer Code: 41530092030010401
- Employer Address: Radhe Shyam Lane, Camac Street, Calcutta
- Phone No: 23454870
- E-mail: (empty)

Contractor Details Section:

- Contractor Code: C000015 (with a "Search" button)
- Contractor Name: A.M.S. Detective Agency and All Suppliers
- Contractor Address: G2 503 GOVIND FLATS, 4th Cross Street, AGS Colony Kottivakkam
- E-mail: anthyrk@gmail.com
- Contact Person: Anantha N. Krishnan
- State: Tamilnadu
- District: Chennai
- Phone No: 91 - 9128109812

At the bottom of the form, there are three buttons: "Update", "Reset", and "Cancel". A "Download" button is located at the bottom left of the page. Annotations with arrows point to the "Search" button, the "Update" button, and the "Download" button.

Contractor Master – Delete Contractor

Delete Contractor Details

1. Enter Contractor Code and then Click “Search”.
2. Contractor details as given earlier will be displayed.
3. Employer can delete the contractor from list by select ‘Remove Contractor’ option.
4. Employer should click ‘Remove’. Contractor will be deleted from Employer list

ESIC
Employees' State Insurance Corporation

Insurance

User Login: 41530092030010401 Thu 3 Feb 2011, 3:29:26 PM

Contract Master

Employer Code: 41530092030010401 Phone No: 23454670
Employer Address: Radhe Shyam LaneCamac StreetCalcutta E-mail:

Contractor Details

Contractor Code: C000015 Search
Contractor Name*: A N K Detective Agency and A1 Suppliers Contact Person*: Anantha N. Krishnan
Contractor Address*: G2 503 GOVIND FLATS. State*: Tamilnadu
4th Cross Street. District*: Chennai
AGS Colony Kottivakkam Phone No.: 91 - 9128109812
E-mail: anthyrk@gmail.com

Remove Contractor Remove Reset Cancel

IP Mapping to Contractors

The screenshot displays the ESIC (Employees' State Insurance Corporation) Insurance portal. The header includes the ESIC logo and name on the left, and the word 'Insurance' on the right. Below the header, there is a status bar with 'User Login: 41530092030010401' and 'Thu 3 Feb 2011, 10:29:31 AM'. A central message states 'Last Logged In Wednesday, February 02, 2011 at 7:23 PM'. The main content area is divided into three columns: EMPLOYER, EMPLOYEE, and MONTHLY CONTRIBUTION. The EMPLOYER column lists options like 'Update Employer Details' and 'Accident Report (Form 12)'. The EMPLOYEE column lists 'Insert IP Details', 'Register New IP', 'Update IP Details', 'Print Counter Foil', and 'List of Employees'. The MONTHLY CONTRIBUTION column lists 'Left Employee', 'File Monthly Contributions', 'Generate Challan', 'Modify Challan', 'View Contribution History', 'Miscellaneous Challans', 'Defaulter/Recovery Challans', 'Contractor history', 'Contractor Master', 'IP Mapping with Contractor', and 'Bulk IP Mapping with Contractor'. A blue callout box with a black border points to the last two items in the MONTHLY CONTRIBUTION menu, containing the text 'IP mapping individual and Bulk'. The footer contains a disclaimer: 'DISCLAIMER: Content owned, maintained and updated by Employees State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD IP Address : 83.'

IP mapping
individual and
Bulk

IP Mapping – Individual IP-wise

IP mapping with Contractor

1. Enter the Insurance Number and click on 'Search'
2. IP Name will be displayed to the employer. In case IP is mapped to a contractor then contractor name will be displayed as well.
3. Select Contractor from the drop-down.
4. Click on 'Submit' to map IP to the selected contractor.
5. IP mapped with other contractor will be automatically mapped to selected contractor.

The screenshot displays the 'Mapping To Contractor' form in the ESIC system. The form has a yellow header with the ESIC logo and 'Employees' State Insurance Corporation' text. The user login ID is 41530092030010491 and the date is Thu 3 Feb 2011, 7:01:59 PM. The form fields are: IP Number* (1000000163), IP Name* (Test1), and Contractor* (Kolkata Contractors). A 'Search' button is next to the IP Number field. Below the fields are 'Delete Mapping', 'Download', 'Submit', 'Reset', and 'Cancel' buttons. Three callout boxes with arrows point to the IP Number field, the Contractor dropdown, and the Submit button.

Enter IP number and search

Select Contractor

Submit

Insurance Revenue-Monthly Contribution User Manual

IP Mapping – Individual IP-wise

IP mapping with Contractor

1. Download – This will download list of IPs who are mapped to contractors.
2. RESET – This will clear the screen
3. CANCEL – This will close the screen.

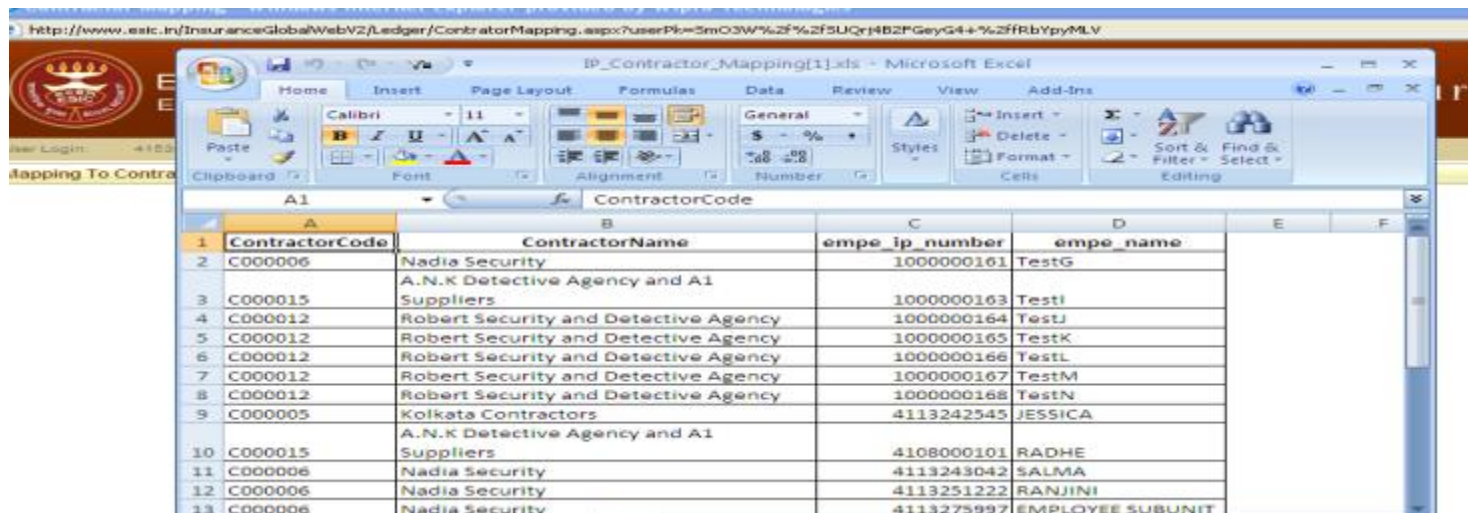
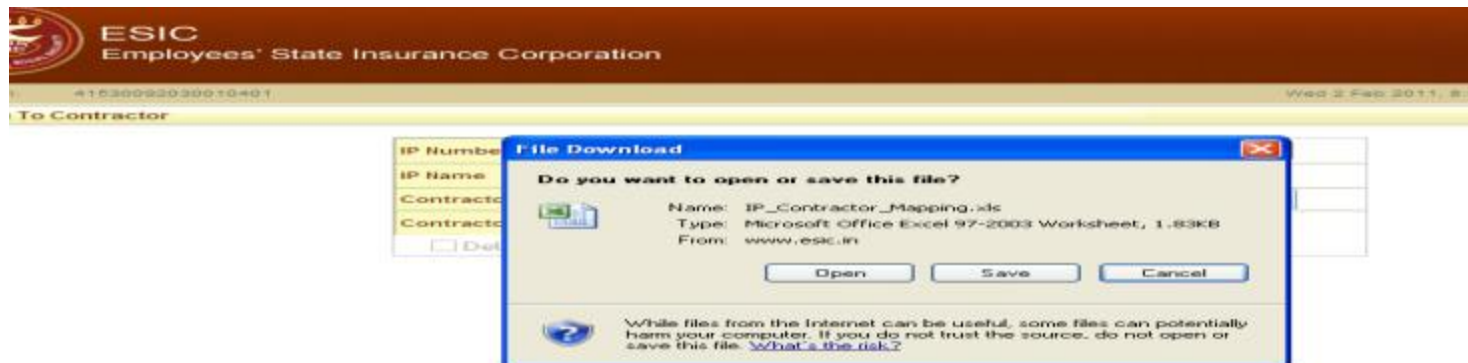
The screenshot displays the ESIC Insurance portal interface. At the top, the ESIC logo and 'Employees' State Insurance Corporation' are visible on the left, and 'Insurance' is on the right. Below the header, the user login information 'User Login: 41530082030019401' and the date 'Thu 3 Feb 2011, 7:04:58 PM' are shown. The main section is titled 'Mapping To Contractor' and contains a form with the following fields:

IP Number*	1000000163	Search
IP Name	Test1	
Contractor*	Kolkata Contractors	

Below the form, there is a 'Delete Mapping' checkbox and four buttons: 'Download', 'Submit', 'Reset', and 'Cancel'. Two callout boxes are present: one labeled 'RESET' with an arrow pointing to the 'Reset' button, and another labeled 'CANCEL' with an arrow pointing to the 'Cancel' button.

Download Mapped IP List

- Save or Open Excel sheet.



IP Mapping – Bulk Mapping

Download the template by clicking on “Download Template’ option.



Excel Template “Contractor_IP_Mapping_Template” will be downloaded into the system. The template will have following fields where Employer should provide Contractor code, and Insurance Number(mandatory) and Contractor Name and IP Name is optional.

Suggestion – Employer should map multiple IPs to contractors individual contractor wise for simplicity. (Confident Employers can map multiple IP and Contractors in single shot as well.)

	A	B	C	D	E	F	G	H	I	J	K
1	ContractorCode	Contractor Name	IPNumber	IP Name							
2											
3											
4											
5											
6											
7											
8											
9											

IP Mapping – Preparing the template

Mapping IP to contractor

Employer can find list of contractors by downloading “Contractor List” from Contractor Master link. (Note the contractor code.)

Enter the contractor code and Insurance Number in the Excel sheet. Contractor Name and IP Name is optional and can be used for convenience of the Employer.

IP Number mentioned against the Contractor Code will be mapped to the Contractor on successful upload.

If IP will be mapped to the contractor mentioned in both cases

1. IP is not mapped to any contractor.
2. IP is mapped to different contractor.

Bulk De-mapping of IPs from Contractor

If contractor code is not provided(Blank/Empty) and only Insurance Number is given, then IP mapping to contractor will be cleared.

Check next slide for details

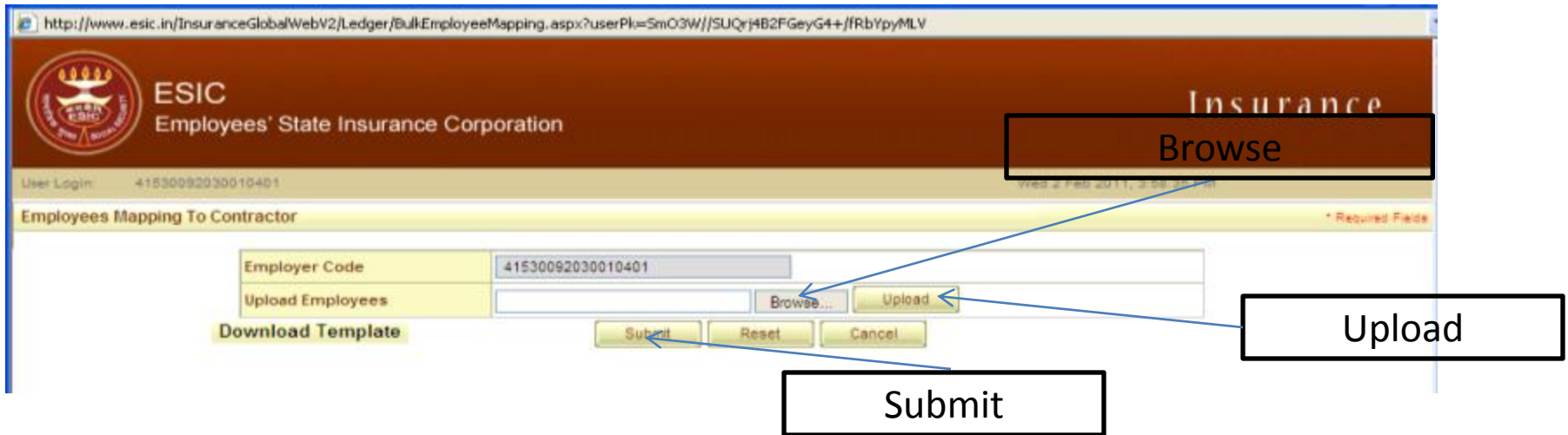
IP Mapping – Preparing the template

	A	B	C	D	E	F	G	H	I	J	K
1	ContractorCode	Contractor Name	IPNumber	IP Name							
2	C000007	ABC Contractors	1107408230	Ram							
3	C000007	ABC Contractors	1109502518	Hare							
4	C000011	Security Agency	1109525745	Shyam							
5	C000009		1106820836	Radha							
6	C000011	Security Agency	1107990672	Suman							
7	C000007	ABC Contractors	1308208476	Rahim							
8			1309506154	Ravi							
9			1313523000	Roshan							

Excel sheet (Example)

1. If contractor code and Insurance Number are mapped to the employer then the excel will upload successfully.
2. On successful upload following will happen
 1. Ram, Hare, Rahim will be mapped to 'ABC Contractor' with code C000007.
 2. Shyam, Suman will be mapped to 'Security Agency' with code C000011.
 3. Radha will be mapped to 'Ahmad Contractor' with code C000009.
 4. Ravi and Roshan will not have any mapping to any contractor. If any contractor mapping already exist then that will be cleared as well.
3. Please note C000007, C000011, C000009 are already created by Employer using Contract Master link.

IP Mapping - Upload



Select the Template created by clicking on 'Browse'.

Click 'Upload' to read the excel sheet.


Click 'Submit' to submit the data in excel sheet for IP mapping.

Contribution – Contractor Wise Split

Employer must file contribution in regular way. (Note – There is no difference in filing contribution).

After filing contribution, the employer can view the submitted contribution split contractor-wise.

Employer should select ‘Contribution History’ – (Contractor Wise.)



The screenshot displays the ESIC Insurance portal interface. The header includes the ESIC logo, the text 'ESIC Employees' State Insurance Corporation', and the word 'Insurance'. Below the header, the user login ID '41000231290011004' and the date 'Fri 4 Feb 2011, 5:01:56 PM' are visible. A status bar indicates 'Last Logged In Thursday, February 03, 2011 at 5:28 PM'. The main content area is divided into three columns: 'EMPLOYER', 'EMPLOYEE', and 'MONTHLY CONTRIBUTION'. The 'MONTHLY CONTRIBUTION' column contains a list of options, with 'Contribution History(Contractor Wise)' highlighted. A blue box with a black border and an arrow points to this option, containing the text 'Click on Contribution History (Contractor-wise)'. The 'EMPLOYER' column lists options such as 'Update Employer Details', 'Accident Report (Form 12)', and 'Employer's Report on Occupational Diseases (Form 12A)'. The 'EMPLOYEE' column lists options like 'Insert IP Details', 'Register New IP', and 'Update IP Details'. The 'MONTHLY CONTRIBUTION' column lists options including 'Left Employee', 'File Monthly Contributions', 'Generate Challan', 'Modify Challan', 'View Contribution History', 'Miscellaneous Challans', 'Contribution History(Contractor Wise)', 'Contractor Master', 'IP Mapping with Contractor', and 'Bulk IP Mapping with Contractor'. The word 'Done' is visible at the bottom left of the interface.

Contribution – Contractor Wise Split

ESIC Employees' State Insurance Corporation Insurance

User Login: userda

My Work Registration Benefits Revenue Recovery Others

Monthly Contribution > Contractor History

Contractor History

Employer Code *

Print Cancel

Period: --Month-- --Year--

Click 'Print'

Select 'Month' and 'Year'

Microsoft Outlook Web Access Contract Print

ESIC Employees' State Insurance Corporation

User Login: userda

1 / 1 Main Report 100% Business Objects

Monthly Contribution Details (Contractor-wise) for the month of Jun-2010

Employer Code :11009990140000101 Employer Name :Sanga Industries

S.No	Employee IP Number	Employee Name	Days Worked	Monthly Wages	IsDisable	Reason	IP Contribution
Name : Sanga Industries-							
1	1199900271	Ip Name	13	22223.00	YES	-	389.00
2	1199900278	Ip Name	17	22227.00	-	-	389.00
Total MonthlyWages :				44,450.00		Total IP Contribution :	778.00
Name : Dinesh-C000008							
3	1199900268	Ip Name	12	99999.00	-	-	1750.00
Total MonthlyWages :				99,999.00		Total IP Contribution :	1,750.00
Name : naveen-C000009							
4	1199900272	Ip Name	14	22224.00	-	-	389.00
5	1199900273	Ip Name	15	22225.00	-	-	389.00
6	1199900276	Ip Name	16	22226.00	-	-	389.00
Total MonthlyWages :				66,675.00		Total IP Contribution :	1,167.00
TotalIpContibution		TotalEmployer Contribution	TotalContribution	TotalGovernment Contribution	TotalMonthlyWages		
3,695.00		10,029.00	13,724.00	0.00	211,124.00		

-- End of Report --