



**HEADQUARTERS OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI – 110 002**  
(ISO 9001-2008 Certified organization)  
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F.No. I-11/12/02/2018-ISD

Dated:04.06.2018

To,

All Regional Directors/Director(I/c)/Jt. Director(I/c), RO/SRO-ESIC  
All Branch Manager, ESIC

**Subject: Process for challan deletion requests from Employers – reg.**

A large number of requests for deletion of challan are being received at [challan-delrequest@esic.in](mailto:challan-delrequest@esic.in). To deal with such requests, the following mechanism has been proposed:

**Primary conditions for acceptance / rejection of requests for Deletion Of Challan from Employers:**

- (i) Deletion requests for Challans already paid, will not be entertained.
- (ii) Requests should be received within 3 days after generation of challans/ Submission of Contribution in case challan has not been generated.
- (iii) Request of deletion should come from registered email ID of employer and with authorization letter from the employer in case request is being made by third person.
- (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.

**Request for Deletion of Challans from Employer – Details / Format**

1. Deletion requests for Challans already paid, will not be entertained.
2. Employer shall submit the request to either Branch office or RO/SRO within 3 days after generation of the Challan/ Submission of Contribution in case challan has not

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been generated. Branch office would be required to forward the request to RO for approval.

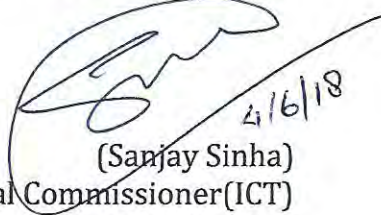
3. Application must be sent only through registered email of the employer and with authorization letter from the employer in case request is being made by third person, with all the details like name, Mobile No., Email-ID of employer and authorized signatory designated.
4. The following details/records/information would be required to be submitted by the employer/Employer's Authorised Signatory with self-attestations.
  - 4.1 Request for deletion of Challan in the format provided which includes details like Name, ESIC Code, email address, Contact number, challan number, Challan month, Challan Amount, Pan card number, along with reason for the request in detail.
  - 4.2 Soft Copy of excel sheet (IP number, Name, Days worked, Wages Paid) uploaded for challan generation with the portion that were filled erroneously highlighted.
  - 4.3 Soft Copy of excel sheet with all the correct details as per employer, self attested with an undertaking that the amount mentioned in this excel sheet would be deposited within 10 days after the request for deletion of the existing challan is approved and the challan is deleted.

**Process to be followed by Regional/Sub-Regional Offices:**

5. Regional Office on receipt of the request will carry out the following checks:
  - 5.1 Record the details of request in the format provided (Annex-I).
  - 5.2 Ensure that the application has been received from the employer or authorised signatory designated by the employer in a letter which carries name, Mobile No., Email-ID of employer and the designated authorized signatory.
  - 5.3 Verify the facts as mentioned by the employer and the employer's justification.
  - 5.4 Ensure that Benefit period for the corresponding contribution period has not yet began. In case benefit period has started the application must be rejected.
  - 5.5 In case employer's request for deletion has been delayed by more than 3 days after generation of the challan / Submission of Contribution in case challan has not been generated, the request must be rejected.
  - 5.6 Deletion request should be related to previous months challan 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.
  - 5.7 Fill in the details in the format provided, Clear recommendation with justification to be filed in. The format is being shared in excel format and RO will forward the soft copy -scanned- after approval to headquarters at [challan-delrequest@esic.in](mailto:challan-delrequest@esic.in).

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- 5.8 After the favourable Disposal by ICT and deletion of challan and the related contribution records, RO will Intimate the employer regarding the deleted challan with a cautionary note for being careful in future as regular request for deletion would be rejected outright.
6. Based on inputs and recommendations provided by RO/SRO, ICT may approve the deletion of the challan and related contribution records and instruct the ithelpdesk for the deletion.
7. **Ithelpdesk** would inform ICT, RO/SRO and the employer after successfully deleting the challan. After deletion of the challan, ICT would either upload the fresh excel sheet provided by the employer or direct the RO/SRO to do the same.

Sh Jai Singh Assistant Director (ICT) has been designated for verification and authorisation of all such deletion cases

  
4/6/18  
(Sanjay Sinha)  
Additional Commissioner(ICT)

Copy to:

1. Insurance Commissioner(Revenue) for information.
2. M/s RailTel to come up with a detailed process to automate the above process as per the provisions of the Act and Regulations.

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## Request For Deletion Of Challan

filled in Lang Co.

Details To be Filled in By the Employer				For ICT Division	
Employer's Code	12345678901231200	PAN Card No	ABCDEF1234A	E-mail Address	abc@def.hij
Employer's Name	ABCDEF	Employer's Address	ABC EFG HIJ	Contact number	1234567890
Challan Number If Generated	12345678901234	Date Of Challan / Submission of Contribution details if challan not generated	01-Jan-18	Date Of request for deletion	03-Jan-18
Month of Contribution	Dec-17	Challan Amount / Contribution Amount If Challan Not Generated	123456.00	Amount of Contribution After Proposed Corrections	123236.00
Reason For Request in Detail:					
For Regional Office /Sub-Regional office					
Check List:	Response ( Yes/No Only)	Remarks	Disposal	The reasons submitted by Employer, Employer's not a habitual defaulter and the verification by RO/SRO reflect the similar conclusions.	
Is it Monthly Contribution	Yes	Dec-18			
Has the Challan Been Paid	NO	As per C-6 Register Challan has not been paid yet			
Does the deletion request exceeds three days limit	No	Deletion request was submitted to RO/BO via e-mail abc@esic.in on 3 Jan 2018 15:30 hrs. OR By Hard Copy at BO ABC on 3 Jan 2018 and receipt number allotted 1234/3 Jan 2018			
Challan requested to be deleted is for the Previous Contribution Month *	Yes	For the month Of Dec 2017			
Does the Change Affects Eligibility of IPs.	Yes	10 IPs Days of work/wages have been reflected more than actual as per employer. Employers Previous 3 contributions synch with the employers statement. This is employer's first request for deletion and seems to be genuine error.			
Reasons stated for deletion are verified **	Yes				
No Of Employees and Amount of Contribution in to be deleted	52 / 123456.00	Approved/Rejected By RO/SRO	Date Of Approval/Rejection By RO/SRO	Approved/Rejected By ICT	Date Of Approval/Rejection ICT
Challan/contribution		Approved	05-Jan-18	Approved	10-Jan-18
No Of Employees and Amount of Contribution after correction as submitted by employer	52/123236.00	Branch officer		ICT	

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Jemmar

Details To be Filled in By the Employer									
Employer's Code		PAN Card No		E-mail Address					
Employer's Name		Employer's Address		Contact number					
Challan Number If Generated		Date Of Challan / Submission of Contribution details if challan not generated		Date Of request for deletion					
Month of Contribution		Challan Amount / Contribution Amount If Challan Not Generated							
Reason For Request in Detail:									
For Regional Office /Sub-Regional office					For ICT Division				
Check List:	Response ( Yes/No Only)	Remarks		Disposal					
Is it Monthly Contribution									
Has the Challan Been Paid									
Does the deletion request exceeds three days limit									
Challan requested to be deleted is for the Previous Contribution Month									
Does the Change Affects Eligibility of IPs.									
Reasons stated for deletion are verified									
No Of Employees and Amount of Contribution in to be deleted		Approved/Rejected By RO/SRO	Date Of Approval/Rejection By RO/SRO	Approved/Rejected By ICT	Date Of Approval/Rejection ICT				
Challan/contribution									
No Of Employees and Amount of Contribution after correction as submitted by employer									