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E.S.I.C

**कर्मचारी राज्य बीमा निगम**  
(श्रम और रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(MINISTRY OF LABOUR & EMPLOYMENT,  
GOVERNMENT OF INDIA)



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सेवा मे/To

सभी क्षेत्रीय निदेशक/प्रभारी उप क्षेत्रीय कार्यालय ई एस आई सी/  
All Regional Directors/SRO In-charges, ESI Corporation

**विषय / Sub: Competent Authority to issue 'Ward of Insured Person Certificate' for the Academic Session 2024-25.**

महोदया/महोदय,

I am directed to refer to the captioned subject and to inform as under:

1. The Director General ESIC is pleased to designate Regional Director / SRO In-Charge of the concerned Regional office as Competent Authority to issue 'Ward of Insured Person' (IP) Certificate for determining the eligibility under "seats allocated for ward of Insured Persons (IPs)" for admission to undergraduate courses (MBBS/BDS/BSc Nursing) for the Academic Session 2024-25 in ESIC Medical / Dental / Nursing institutions and Medical Colleges handed over to the State Government.
2. The Competent Authority to be guided by the Admission Notice 2024-25 (issued in public domain, i.e. ESIC website [www.esic.gov.in](http://www.esic.gov.in) under 'Admission' link) containing the admission policy and procedure.
3. The candidate to apply on-line for issue of the certificate following which the processing at RO / SRO for generation of certificate would also be done on-line, through ERP Module / IP Module.  
The certificate to be downloaded by the candidate from ESIC website after approval.
4. No physical copy of the application to be submitted by the candidate at RO / SRO.
5. The certificate to be issued by the Regional / Sub-Regional Office under whose jurisdiction the Insured Person is currently working. The flow of online application / request would be as under:-

Candidate  $\rightleftarrows$  RO/SRO(BO,Benefit)  $\rightleftarrows$  RO/SRO IC  $\rightleftarrows$  Candidate

7. Candidates to apply on-line, using internet, preferably on laptop / desktop, and click on the 'link' provided on the ESIC website [www.esic.gov.in](http://www.esic.gov.in) wherein a page would be displayed to apply for 'Ward of IP Certificate'.
8. After submitting the online application by IP / Ward of IP, the request will reflect in

the ID of the Benefit Branch Officer of the concerned ESIC RO / SRO.

9. The Benefit Branch officer of RO / SRO to verify the on-line application by logging in ERP Module with user-ID and password.
10. After verification by Benefit Branch officer of RO / SRO, the online application will reflect in the ID of RO / SRO In-charge. (RO / SRO In-charge is advised to assign the role by mapping in ERP Module for the purpose).
11. After approval, RO / SRO In-charge 'The ward of IP certificate' will be generated online and will reflect in the online module following which the IP will be able to download / print the certificate.
12. In case of rejection, RO / SRO In-charge will mention the reason for rejection. The same (reason for rejection) will be displayed in the online module as well as IP login.
13. The dates for various activities are as under:

<b>Activation of link on ESIC website</b>	03.05.2024
<b>Applying on-line for issue of Ward of IP certificate</b>	03.05.2024 to 23.05.2024 (Student link will be deactivated at 23:59 hrs. on 23.05.2024)
<b>Last date for issue of Ward of IP certificate by RO/SRO</b>	27.05.2024

14. **The critical cut-off date for determining;**
  - 14.1 **Eligibility of Insured person** for availing benefit under the "seats allocated for ward of Insured Persons (IPs)" for his/her child/children **would be 30<sup>th</sup> September, 2023, i.e. only a person who is 'Insured Person' as per the Act, as on 30.09.2023** would be eligible for availing benefit under the "seats allocated for ward of Insured Persons (IPs)" for his/her child/children.
  - 14.2 **Age of dependent male Ward of the IP** for benefit of admission to MBBS / BDS course under Insured Person Quota should not be more than 21 years as on the last date of submission of application form for NEET-UG Exam-2024 i.e. **10.04.2024**. The said date is not applicable for dependent unmarried female, Ward of IP as per provisions of the ESI Act, 1948.
15. The Certificate is to be issued by RO / SRO within 48 hours of the receipt of online Application. **The last date for issue of 'Ward of IP Certificate' by RO / SRO is 27.05.2024.**
16. The **NEET roll number** to be verified.

यह महानिदेशक, **ESIC** के अनुमोदन से जारी किया जाता है |

भवदीय / **Sincerely yours,**

दिनेश सिंह (**DINESH SINGH**)  
सहायक निदेशक **Asst. Director**

