



**Headquarters**  
**Employees' State Insurance Corporation**  
**(ISO 9001-2008 certified)**  
**Panchdeep Bhawan, CIG Road, New Delhi-110002**



No. Z-11/12/8/2018-PR

Dated: 12.04.2019

To

**All A.C. & R.Ds/Regional Directors/Directors (I/c)/JDs(I/c)/DDs(I/c)**  
**Regional Office/Sub-Regional Office, ESI Corporation**

**Subject: Issuance of Health Passbook to Beneficiaries to maintain Health Records of IPs and their Dependants – reg.**

Madam/Sir,

Please refer to this office letters of even no. dated 05.02.2019 & 18.02.2019, on the above cited subject. Also, the direction given by the Director General during the RDs/MSs/SMOs/ Engineering Officers' Conference held on 12<sup>th</sup> – 13<sup>th</sup> March, 2019 at New Delhi may please be recalled. This matter was further deliberated in the Standing Committee Meeting held on 29/03/2019 and it was decided to take up distribution of Health Passbook on **need basis**.

In this regard, I am directed to convey the following **Action Plan and Guidelines** for printing & distribution of Health Passbook:-

**A. The Action Plan for Printing of Health Passbook :**

- The Regional Office/Sub-Regional Office after assessing 6 monthly requirement of the no. of Health Passbooks for their respective jurisdiction on the basis of periodic interaction and feedback received from Employers/Employers' Association/Trade Union etc. shall get the required number of Health Passbook printed by following due purchase procedure.
- The technical specifications for printing of Health Passbook is being enclosed alongwith this letter. Health Passbook is to be issued to each individual of the IP family i.e. Beneficiary.
- By using Insurance Module of Panchdeep Application, the Employer/ESIC Branch Manager shall print the Sticker having personal particulars of the Beneficiary on A-6 size paper. After pasting of Beneficiary's photograph & writing down the Aadhar No. of the Beneficiary in the space provided on the sticker, it shall be pasted on the cover page of the Health Passbook.
- The cover page of Health Passbook will further be authenticated by Signature/Seal of the Employer/ESIC Branch Manager.
- After issuing the Health Passbook to the Beneficiary(s), a receipt thereof shall be obtained by the Employer/Branch Office in a Register maintained for this purpose in the following format :

Sl. No.	Insurance No. & Name of IP	Name of Beneficiary	Relationship with IP	Serial no. of the Sticker of Health Passbook	Sign. of Beneficiary(s)

- The Regional Office shall maintain a Stock Register of total Health Passbook printed and distributed and progress report shall be sent to the ESIC, Hqrs. Office (Benefit Branch) for presentation before the DG by 7<sup>th</sup> day of the succeeding month in the Proforma given here as under :

**Status of Health Passbooks printed and distributed during the Month of .....**

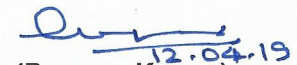
A – Printing			B-Expenditure	B - Distribution		
I	II	III	IV	V	VI	VII
No. of Health Passbook printed till last month	No. of Health Passbooks printed during current month	Total (I + II)	Expenses incurred for printing of Health Passbooks (Rs. in Lakh)	No. of Health Passbooks Distributed till last month	No. of Health Passbooks Distributed during current month	Balance (III)-(V+VI)

**B. Guidelines for Distribution of Health Passbook :**

- The Health Passbook shall be distributed to the Beneficiaries by Employers and also by ESIC through its Branch Offices/DCBOs. Health Passbook can also be distributed by adopting camp approach. These camps shall be organized either in the premises of Employer/ Employers' Association or in the Branch Offices/DCBOs.
- The cover design and language of Health Passbook has been kept in Hindi and English version for Hindi speaking Regions and in case of Regions falling in ('ग' क्षेत्र), similar designs shall be adopted in three languages i.e. Vernacular, Hindi, English.
- The date & time of the camps for distributing Health Passbook should be widely publicized. For Branch Office, specific day(s) should be fixed and publicized and also prominently displayed on the Notice Board for information of IPs/Beneficiaries.
- The approved design of Health Passbook along with specifications are available in downloadable format on ESIC Website [www.esic.nic.in](http://www.esic.nic.in) under Publication/Circular Tabs. The same can be used by the respective ROs/SROs for printing etc.

**This issues with the approval of the Director General.**

Yours faithfully,

  
12.04.19  
(Pranava Kumar)  
Dy. Director (PR)

**Email:** pranava.kumar@esic.nic.in

**Copy to:**

1. PS to DG/FC/CVO/All MCs/IC/All ACs/ Chief Engineer/All DMCs/Directors & J.D. for kind information, please.
2. All Branches of Hqrs.
3. Website Contents Manager for uploading in ESIC website.

  
12.04.19  
Dy. Director(PR)