



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



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Q-11/24/Audit/2006/RRC

Date: 09.08.2024

To

**The Addl. Commissioner/Regional Director/JD(I\C)/DD(I\C)**

All Regional offices, Sub-Regional Offices

ESIC.

**Subject: - Recovery Target for the year 2024-25.**

Sir,


This has reference to fixation of recovery targets for the year 2024-25 intimated vide this office Letter no. Q-11\24\Audit\2006\RRC dated 03/07/2024. In this connection it is intimated that during the year 2023-24 targets for both, Revenue and Recovery could not be achieved leading to to the adverse observation by the members of SC/ ESI Corporation.

Instructions for gearing up the recovery machinery and for ensuring the proper monitoring were issued by this office vide letter no.P-11\12\Corp.Meeting\2024\Rev.II dated 23/02/2024. Instructions were also issued for data cleansing vide this office letter no. P-11\12\Defaulter Employers\2023-Rev.II dated 29/05/2024.

In continuation of above instructions, it is again emphasized that all steps as per the manual and rules should be taken to achieve recovery targets for the year 2024-25.

The following methods as stipulated in Recovery Manual may be taken as per the specific circumstances of particular case:

1. Attachment and sale of the movable and immovable property of the factory or establishment or, as the case be Principal and or immediate employer.
2. Arrest of the employer and his detention in prison to effect recovery of dues.
3. Appointing a receiver for the management of the movable or immovable properties of the factory or establishment, or, as the case may be, the employer.
- 4 The recovery officer should not be given any additional work and he may devote

  
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his full potential for the recovery of the pending dues from defaulting employer. He should also visit the field for taking effective action for liquidation of the pending recoveries.

5. RDs/SRO(I/Cs) should personally monitor high value cases and ensure timely and effective action by the Recovery Officer.
6. All the field offices should concentrate on such cases where the employer has generated the Challans but failed to deposit the contribution. These cases should be taken on priority, as the employer himself has generated the challans and thereby accepted his liabilities. The field offices should monitor such cases on monthly basis.
7. In order to reflect the correct status of the employer units in insurance module, regular exercise to update the status of the employer is to be made. Option is already available to change the employer status to different available options such as Closed/Temporarily Closed/ Whereabout not Known/ De-active/Registration Cancelled/ De-Covered/ Coverage disputed in Court/ Under Liquidation etc. in Insurance module. It will pave the way for correct assessment of the coverable units and correct defaulter's list. This will reduce grievances and litigation and improve the recovery of outstanding dues.
8. In a large no of cases, proper closure intimation may not be available or the employer has simply given a letter intimating closure without any supporting evidence or all the registered letters are returned undelivered with remarks Closed/Not Known etc and the Closure Inspection of the Unit is pending. Since the closure formalities in Revenue may take time, such units may be marked as temporary closed so that it should not reflect in defaulter's list. The field office should simultaneously checks the status of unit from GST Department, EPFO, the state Labour department etc. for initiating further action.
9. Progress report of cases of Rs.25.00 lakh and above is to be furnished to hqrs. Office on monthly basis.

**Above instructions are to be meticulously followed by all field offices of ESIC to achieve revenue\recovery target for the year 2024-25.**

**This issues with the approval of the Insurance commissioner (Rev.)**

Yours faithfully,



**(Rakesh Chauhan)**  
**Deputy Director (Rev.)**