



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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No-Q-11/24/Audit/2006/RRC

Date 16.12.2025

To,

All In-charges  
Regional Offices/Sub Regional Offices  
Employees State Insurance Corporation.

**Subject: Recovery Activity Through Insurance Module-reg.**

Sir/Madam,

It has been observed that all the activities related to the recovery process are not being performed through the Insurance Module. This practice leads to inconsistency in records and difficulty in monitoring and reporting recovery-related data.

In view of the above, all regions are hereby instructed to ensure that **every activity related to recovery is strictly carried out through the Insurance Module also in addition to the manual records till the system stabilizes.** All manually issued Recovery Certificates pending for recovery must be migrated in system through Data Migration screen available in Insurance Module. Any duplicate entry/migration made if any be dropped/closed. Similarly, cases already recovered/settled but still showing pending in system also requires to be settled/closed, to make the Recovery List realistic and actionable.

Yours faithfully

  
(Rakesh Chauhan)  
Dy. Director (Rev.)  
For Insurance Commissioner

Copy to

- 1.All Zonal Insurance Commissioners, ESIC for information and necessary action.
2. Website content manager with the request to upload it on website.

  
Dy. Director (Rev.)