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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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02-05-2025

सेवा मे/To

सभी क्षेत्रीय निदेशक/प्रभारी उप क्षेत्रीय कार्यालय, क रा बी निगम /  
All Regional Directors/SRO In-charges, ESI Corporation

**विषय / Sub: Competent Authority to issue 'Ward of Insured Person Certificate' for the Academic Session 2025-26.**

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) in ESIC Medical / Dental/ Nursing Colleges and some State Government Medical Colleges for the Academic Session 2025-26.
2. The Competent Authority to be guided by the Admission Notice containing the admission Policy and procedure for admissions to undergraduate (MBBS/BDS/ BSc Nursing) courses in ESIC Medical / Dental/ Nursing Colleges and some State Government Medical Colleges, issued in public domain, i.e. ESIC website [www.esic.gov.in](http://www.esic.gov.in) under 'Admission' link.
3. The candidate will apply on-line for issue of 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 would be downloaded by the candidate on ESIC website after approval.
4. No physical copy of the application would be submitted by the candidate at RO / SRO.
5. The certificate will be issued by the Regional / Sub-Regional Office under whose jurisdiction the Insured Person is currently working.
6. The flow of online application / request would be as under:-

Candidate  $\longrightarrow$  ( RO / SRO )  $\longrightarrow$  RO/SRO Incharge  $\longrightarrow$  Candidate  
(Benefit Branch Officer)

7. Candidates **have to apply on-line, using internet, preferably on laptop / desktop**, and click on the 'link' to be 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 would 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 be reflected in online module. 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 of 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>	02.05.2025
<b>Applying on-line for issue of Ward of IP certificate</b>	02.05.2025 to 18.05.2025 (Student link would be deactivated at 23:59 hrs. on 18.05.2025)
<b>Last date of issue of Ward of IP certificate by RO/SRO</b>	21.05.2025

14. **The critical cut-off date for determining;**

13.1 **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, 2024**, i.e. only a person who is 'Insured Person' as per the Act, as on 30.09.2024 would be eligible for availing benefit under the "seats allocated for ward of Insured Persons (IPs)" for his/her child/children.

13.2 **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-2025 i.e. **07.03.2025**. The said date would not apply to 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 21.05.2025.**

यह महानिदेशक, ESIC के अनुमोदन से जारी किया जाता है ।

Digitally signed by  
Dr. Teresa . E. Bilung  
Date: 02-05-2025  
19:12:56

Your Sinceraly

**Dr. Teresa E. Bilung**  
**(Dy. Medical Commissioner)ME**