

# Tabular ESI Contribution Report Format for Employees

Organization Name: XYZ Pvt. Ltd.  
Reporting Month: March 2024  
ESI Code No.: 12-345678-9

S. No.	Employee Code	Employee Name	ESI No.	Gross Wages (₹,')	ESI Employee Contribution (₹,')	ESI Employer Contribution (₹,')	Total Contribution (₹,')	Days Worked	Remarks
1	EMP001	Ravi Kumar	2101258974	15,000	262.50	412.50	675.00	26	-
2	EMP002	Sneha Patel	2134587962	14,500	253.75	398.25	652.00	25	-
3	EMP003	Amit Singh	2178956341	12,700	222.25	348.25	570.50	22	Leave
4	EMP004	Maya Menon	2123658745	13,900	243.25	381.25	624.50	24	-

## Important Notes:

- This report should be prepared and submitted every month as per statutory ESI requirements.
- Ensure all the entered details such as Employee Code, Name, and ESI Number are accurate.
- Contribution percentages are as per prevailing ESI norms; kindly update if government notifications change.
- Report needs to be duly signed and maintained for inspection by statutory authorities.
- Timely payment and reporting of ESI contributions ensure continuous benefit coverage for employees.