

# Monthly ESI Contribution Submission Document

Establishment Name: XYZ Manufacturing Pvt. Ltd.

Employer Code No.: 16523124490001099

ESIC Registration No.: 1207463214

Month & Year: June 2024

Date of Submission: 05 July 2024

## Employees' ESI Contribution Details

| S. No. | Employee Name | IP Number  | Gross Salary (₹) | ESI Employee Share (₹) | ESI Employer Share (₹) | Total ESI Contribution (₹) |
|--------|---------------|------------|------------------|------------------------|------------------------|----------------------------|
| 1      | Amit Kumar    | 1200632558 | 16,500           | 275                    | 450                    | 725                        |
| 2      | Sneha Sharma  | 1200458623 | 17,000           | 283                    | 463                    | 746                        |
| 3      | Rahul Singh   | 1200378990 | 14,800           | 247                    | 403                    | 650                        |
| Total  |               |            | 48,300           | 805                    | 1,316                  | 2,121                      |

## Payment Details

Payment Date: 04 July 2024

Transaction Reference No.: TXN347823112

Total Amount Paid (₹): 2,121

Bank Name: HDFC Bank Ltd.

Authorised Signatory  
XYZ Manufacturing Pvt. Ltd.

Date: 05 July 2024

## Important Notes:

- This document should be retained by the employer for future reference and statutory audits.
- Ensure all employee information matches the ESIC records to avoid discrepancies.
- Late submission of ESI contribution may attract penalties as per ESIC rules.
- Attach a bank payment confirmation or challan copy where applicable.
- Any errors or omissions found must be reported to the ESIC branch office immediately.