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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.R-14013/13/2022-Bft.II

Dated - 19.11.2022

To,

All RDs/JDs/DDs (In-Charge)  
All Regional / Sub Regional Office  
Employees' State Insurance Corporation

Subject - User Manual - Claim Request Submission for Maternity Benefit\_MB - IP Portal.

Sir,

On the captioned subject matter I am directed to inform that ESIC has initiated Online claim facility for claiming Maternity Benefit to the insured woman. This Online claim facility includes Online or Offline certificates issued by ESIC/ ESIS Dispensaries for claiming Maternity Benefits without visiting Branch Offices.

Now, using IP Portal, an Insured Woman can claim maternity benefit on the basis of a certificate issued either online or offline. The insured woman can claim maternity benefit by uploading the maternity certificate issued to them from authorized dispensary/ medical institution on the IP portal.

Also, the periodic claim for maternity benefit can be claimed through the IP portal. Undermentioned steps may be followed by an IW to raise a claim :-

1. Login to IP Portal
2. Click on the link Submission/Submission of Cash Benefit Claim Request
3. Fill the form as per the guidelines

The User Manual for submission is attached herewith for kind information. It is requested to advise the Branch Office Managers to publicize the process of making claim by the IW suitably.

This issues with the approval of Insurance Commissioner (Bft.)

Yours faithfully,

Signed by NAGENDRA KUMAR

Date: 24-11-2022 18:34:24

Reason: Approved

(Nagendra Kumar)

Assistant Director (Bft.II)

Copy to -

Web content manager for uploading the same on ESIC Website.

Assistant Director (Bft.II)

