



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email : dir-gen@esic.nic.in
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No. Z-17/12/7/Misc/2022E.I-Part(3)

Dated: 12-07-2024

C I R C U L A R

Sub:- Observance of punctuality by officers/ officials at offices of ESI Corporation - reg.

Instructions have been issued from time-to-time by this office, last issued *vide* HQ Circular bearing no. Z-17/12/7/Misc/2022E.IPart dated 16-06-2024 (**copy enclosed**), on observing punctuality by the officers/ officials and marking of attendance in Aadhar Enabled Biometric Attendance System (AEBAS).

2. Habitual late coming and early leaving is viewed as the conduct of unbecoming of a Government Servant which may invite disciplinary action against such erring officers/ officials. Therefore, necessary directions with regard to maintaining punctuality and marking attendance are strictly required to be followed by all officers/ officials.

3. All Head of the Offices/ Controlling Officers are, thus, requested to supervise the attendance of all the officers/ officials / staff working with them on regular basis. They may also conduct surprise checks for ensuring punctuality in attendance.

4. All Head of the Offices/ Controlling Officers shall ensure the strict compliance of this Circular.

This issues with the approval of Competent Authority.

Assistant Director (E.I)

To,

1. PPS/ PS to DG/ FC/ CVO
2. PPS/ PS to all Divisional Heads, Hqrs for kind information.
3. PPS/ PS to Insurance Commissioner, NTA, New Delhi.
4. All the AC & Regional Directors/ Deputy Director(I/c)/ Director(M)Delhi/

Signed by Anurag Saxena
Date: 12-07-2024 12:36:41

Director(M)Noida.

5. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
6. Dean, ESIC Medical/ Dental Colleges/ PGIMSR/ Nursing Colleges
7. Deputy Director, E - V Branch, Hqrs for information and necessary action.
8. Deputy Director, General Branch, Hqrs for maintenance/ smooth functioning of AEBAS at HQ and issuance of appropriate instructions in the matter for field offices.
9. Website Content Manager for uploading the same on website of ESIC.
10. Guard File/ Spare Copy.



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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F.No Z-17/12/7/Misc/2022E.IPart

16-06-2024

CIRCULAR

Sub: Implementation of Aadhar enabled Bio-Metric System (AEBAS)

Reference is invited to DoP&T O.M No. 11013/9/2014-Estt(A-III) dated 21.11.2014 on introduction of Aadhar enabled Bio-Metric System (AEBAS) in all office of the Central Government. The DoP&T O.M. was duly circulated to all field offices vide Circular dated 15.12.2014 (copy enclosed) for ensuring strict compliance.

The instruction contained in aforesaid circular dated 15-12-2014 is hereby reiterated for compliance by all concerned. The Competent Authority has directed all Units Heads / Controlling Authorities to ensure strict Compliance of aforesaid circular dated 15-12-2014 from 18.06.2024 onwards.

This issues with the approval of Director General.

Enclosure: As above

Signed by Sunil Kumar

Gautam

Date: 16-06-2024 22:43:56

Assistant Director (E.1)

Copy to:

1. All Divisional Heads/PPS at Hqrs office for kind information.
 2. All AC/Regional Directors/ DD(I/c), RO/SRO ESIC.
 3. All Deans, ESIC Medical/Dental Colleges.
 4. All Medical Superintendents, ESIC Hospitals/Model Hospitals.
 5. D(M)D, D(M) Noida.
 6. Dy. Director (Gen.) / Dy. Director (E-V) Hqrs Office for information and further necessary action.
 7. Website Content manager for uploading on website/Guard File/Spare Copies.
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