



कर्मचारी राज्या बीमा निगम
শ্রম এবং রোজগার মন্ত্রালয়, ভারত সরকার
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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CIRCULAR

Sub : Timely submission of leave availed by Officials of SRO-BKP

Of late it has been observed on scrutiny of the AEBAS attendance position that a few officials are not submitting their online leave application prior to proceeding on leave or soon after expiry of leave availed in exceptional/ extraordinary circumstances.

It is thus directed that all officials must ensure submission of online leave application prior to proceeding on leave. In exceptional circumstances CL etc, may only be availed & the leave application be submitted soon after expiry of leave, however a prior intimation may be given to the controlling officer over email or SMS/ WhatsApp.

Further all officials are directed to submit their online leave applications in r/o leave availed from Jan 2024 till date immediately, if not already done, failing which administrative action as deemed fit may be initiated upon verification of the individual AEBAS attendance position.

Moreover all supervising/ controlling officers must ensure timely submission of online leave applications in r/o officials working under them failing which responsibility shall be fixed for lackadaisical supervision.

This is for strict compliance by all concerned.

This issues with the approval of JD I/c.

For Branch Officer (Adm.)
ESIC, SRO-Barrackpore

Copy to: -

1. All Branch Officers, SRO-Barrackpore
2. All Branch Managers/OS/SSO, SRO-Barrackpore
3. PA to JD (I/C), SRO-Barrackpore