



কর্মচারী রাজ্য বীমা নিগম
শ্রম এবং রোজগার মন্ত্রালয়, ভারত সরকার
কর্মচারী রাজ্য বীমা নিগম
(শ্রম এবং রোজগার মন্ত্রালয়, ভারত সরকার)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



উপ ক্ষেত্রীয় কার্যালয়, ব্যারাকপুর
জি.বি. ব্লক, প্লট-৬, সেক্টর-III, সল্ট লেক, কলকাতা-700097
উপ ক্ষেত্রীয় কার্যালয়, বৈরকপুর
জি.বি. ব্লক, প্লট-৬, সেক্টর-III, সল্ট লেক, কলকাতা-700097
SUB-REGIONAL OFFICE, BARRACKPORE
GB. BLOCK, PLOT-6, SECTOR-III, SALT LAKE, KOLKATA-700097
Phone: 033-2335 1952-55, FAX-2335-1956, (ISO 9001:2015 Certified)
E-mail: dir-bpore@esic.nic.in Website – www.esic.gov.in

No. 40.A.13/11/279/B AS/2014-Adm.

Date : 15/07/2024

CIRCULAR

Sub : Observance of punctuality by Officers/Officials at Offices of SRO-BKP.

Enclosed please find herewith Headquarters' circular No. Z-17/12/7/Misc./2022 E.I-Part(3) dated 12/07/2024 regarding observance of punctuality by officers/officials in ESIC.

In this connection, it is reiterated that all the officers/officials shall ensure 8 and ½ hours (includes lunch break) of presence/attendance in the office as per office timings. They may view their own attendance position on daily basis on AEBAS website-esicsrobp.attendance.gov.in. In case of any technical glitch on any particular day in the AEBAS system, the Supervising/Controlling Officers shall maintain a record of such attendance along with reasons for non-marking/delayed marking of attendance on the AEBAS. They will have to certify regarding observance of punctuality in respect of employees working under them, if asked for by SRO Administration or ESIC Headquarters.

It may also be further noted that administrative/disciplinary action may also be initiated for habitual late coming and early leaving as such an act is tantamount to a conduct unbecoming of a government servant/ESIC employee.

All Controlling/Supervising Officers/Branch Managers shall ensure strict compliance of this circular on regular basis. They will also monitor the attendance status of staff working under them on daily basis on AEBAS website-esicsrobp.attendance.gov.in.

This issues with the approval of Joint Director (I/C).

For Branch Officer (Adm.)

Copy to: -

1. All Branch Officers, SRO-Barrackpore
2. All Branch Managers/OS/SSO, SRO-Barrackpore
3. PA to JD (I/C), SRO-Barrackpore
4. Regional Office (Administration Br./Estt-I) Kolkata, for information.



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



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
Website : www.esic.nic.in / www.esic.in

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.



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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
Website: www.esic.nic.in / www.esic.in

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.
- F.No-Z-17/12/7/Misc/2022E.I-Part(3) I/1434013/2024