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தொழிலாளர் அரசு காப்பீட்டுக் கழகம்
(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம்,
இந்திய அரசு)
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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सं. No. 51/A/25/15/MISC/2015/ADMN/E-175262

दिनांक Date: 02/07/2024

परिपत्र/CIRCULAR

Sub: Implementation of Aadhar Enabled Bio-Metric System (AEBAS) for Attendance

In compliance with the circular issued by the Headquarters on 16.06.2024, all Branches and Branch offices are required to strictly adhere to the DoP&T O.M No. 11013/9/2014-Estt(A-III) dated 21.11.2014, regarding the introduction of the Aadhar Enabled Bio-Metric System (AEBAS) in all offices of the Central Government. The key points of the circular are outlined below:

- All staff members are expected to be at their desks and start work by 09.15 a.m. unless special permission for late attendance has been obtained.
- A grace period of fifteen minutes is allowed for marking attendance or to cover unforeseen contingencies. Arriving within this period is still considered late but may be condoned unless it becomes frequent.
- Half a day's casual leave will be deducted from the Government Servant's Casual Leave Account for each day's late attendance if the late coming of the official persists for more than 2 occasions.

Despite previous instructions on the need for punctuality, it has been observed that most officers and staff do not adhere to the required timings. This situation has been viewed seriously by AC & RD. Therefore, it has been decided to enforce strict timings for all employees at RO and Branch offices as follows:

1. 09.15 AM to 01.15 PM: Morning session
2. 01.15 PM to 01.45 PM: Lunch Break
3. 01.45 PM to 05.45 PM: Afternoon session

Attention is drawn to Rule 3(1) (ii) of the CCS (Conduct) Rules, 1964, which mandates that every Government Servant shall maintain devotion to duty. Habitual late attendance is considered conduct unbecoming of a Government servant and disciplinary actions are subjected to be taken.

To ensure punctuality, the following instructions are reiterated for strict compliance by all officers and staff:

1. All officers and staff must mark attendance on the Biometric Attendance System (BAS) as well the attendance register without fail and be at their desks by 09.15 AM unless special permission has been obtained.
2. Officers/staff not yet registered on the BAS are directed to do so immediately.
3. In case of technical issues with the BAS, attendance marked in the Attendance Register maintained in the Branch/Branch office would be held valid.
4. Late arrivals must be reported to the immediate controlling officer and any lapse will be the personal responsibility of the concerned officer.
5. Attendance in the BAS will be regularly monitored and cases of habitual latecomers will be reported to the AC & RD for appropriate action.
6. Surprise attendance checks at all levels will be performed.
7. All officers/officials must ensure 40 hours of work in a week.

The above instructions must be followed strictly. Additionally, all RO Branches and Branch offices are required to forward the prescribed Proforma (enclosed) to this Branch mail admn.tn@esic.nic.in every **MONDAY** under the initials of the concerned officer/Branch manager.

This Circular is issued with approval of AC & RD.

Encl: Proforma

Deputy Director (Admin)

To
All Branches/Branch offices,
Chennai region.



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दिनांक Dated : -08-2024

परिपत्र/CIRCULAR

विषय: अत्यावश्यक: बायोमेट्रिक उपस्थिति सत्यापन और देर से उपस्थिति अंकन पर परिपत्रों का अनुपालन - संदर्भ

Subject: Urgent: Compliance with Circulars on Biometric Attendance Verification and Late Attendance Marking - Reg

आपके ध्यान में यह बात लानी है कि दिनांक 16.05.2024 और 02.07.2024 के परिपत्र जारी होने के बावजूद बायोमेट्रिक उपस्थिति सत्यापन और क्रमशः देर से उपस्थिति का अंकन यह देखा गया है कि कई शाखाएं/शाखा कार्यालय प्रदान किए गए निर्देशों का पालन नहीं कर रहे हैं।

This is to bring to your attention that despite the issuance of the circulars dated 16.05.2024 and 02.07.2024 regarding **Biometric Attendance Verification and Marking of Late Attendance respectively**, it has been observed that many Branches/Branch offices are not adhering to the instructions provided.

अतिरिक्त आयुक्त और क्षेत्रीय निदेशक ने गैर-अनुपालन को गंभीरता से लिया है, विशेष रूप से दो परिपत्रों के साथ संलग्न प्रोफार्मा में आवश्यक विवरण प्रस्तुत करने में विफलता के बारे में।

The Additional Commissioner and Regional Director have taken serious note of the non-compliance, particularly concerning the failure to submit the required details in the proforma enclosed with the two circulars.

इसे ध्यान में रखते हुए, चेन्नई क्षेत्र के तहत सभी शाखाओं और शाखा कार्यालयों को एतद्वारा यह सुनिश्चित करने का निर्देश दिया जाता है कि अगस्त 2024 से शुरू होने वाले बिना आवश्यक विवरण प्रस्तुत किए जाएं। पूरा किया गया प्रोफार्मा इस कार्यालय को अग्रेषित किया जाना चाहिए हर महीने की 5 तारीख को या उससे पहले

In view of this, all Branches and Branch Offices under the Chennai region are hereby instructed to ensure that the required details are submitted without fail starting from August 2024. The completed proforma must be forwarded to this office **on or before the 5th of every month.**

यह एसी एंड आरडी के अनुमोदन से जारी किया जाता है

This is issued with the approval of AC & RD.

संलग्नक: परिपत्र दिनांक 16.05.2024 और 02.07.2024

Encl: Circulars dated 16.05.2024 and 02.07.2024

भवदीय Yours faithfully,

Signed by

Lali Rajkumar

उप निदेशक Deputy Director (प्रशा. Admin.)

Date: 23-08-2024 12:57:59