



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



क्षेत्रीय कार्यालय/क्षेत्रीय कार्यालय/Regional
Office Maharashtra
पंचदीप भवन, 108, एन. एम. जोशी मार्ग, लोअर परळ,
मुंबई-400 013
पंचदीप भवन, 108, एन. एम. जोशी मार्ग, लोअर परळ,
मुंबई-400 013
Panchdeep Bhavan, 108, N.M. Joshi Marg,
Lower Parel, Mumbai – 400 013
Phone: 022 61209700/742 Email: rd-maharashtra@esic.nic.in,
Website: www.esic.nic.in

No.: 31-A/12/16/AEBAS/Estt.II/2024

Date: 24.07.2024

C I R C U L A R

Subject: Maintaining Punctuality and Marking attendance in Biometric Attendance System (BAS)

The Hqrs' Office is monitoring attendance of the officers/ officials on Aadhar Enabled Biometric Attendance System (AEBAS) and, in that line, had called Attendance Report (in prescribed format) in respect of Officer/Officials as per AEBAS for the period from 01.07.2024 to 05.07.2024. Punctuality in Attendance during the said period has been observed as under and furnished to Hqrs.

Sr. No.	Details (Officers/Staff of RO Mumbai)	Percentage (%)
1	Staff attended office for > 8 Hrs 30 Mins.	30.83 %
2	Staff attended office for > 8 Hrs and < 8 Hrs 30 Mins	28.16 %
3	Staff attended office for < 8 Hrs	41.01 %

(2) It has been observed that Punctuality in Attendance of about 41 % of the Officers/ Officials of RO Mumbai (including Branch Offices) has less than 8 Hours and Punctuality of about 28 % of Officers/Officials fall between 8 Hours to 8 Hours 30 Minutes. The above shortfall in Punctuality/Duty Hours is viewed very seriously by the Additional Commissioner & Regional Director, Maharashtra.

(3) Instructions to maintain punctuality have already been issued by this office from time to time. Recently, Circular No. 31-Z/ 11/ 15/4/AC Cell/2021/FN-9 dated. 10.01.2024/ 17.05.2024 has been issued interalia directing all Officials / Officers to attend duty/office for not less than 8 hours (excluding of lunch hours).

(4) Hqrs office, vide Circular NO. Z-17/12/7/Misc./2022 /E.I Part3 dated 16.06.2024 / 12.07.2024 interalia directed to ensure Punctuality in Attendance with reiteration that habitual late coming and early leaving is construed misconduct of

unbecoming which may invite disciplinary action.

(5) All the Officials/Officers are directed to adhere with the guidelines on Punctuality in Attendance and ensure Punctuality/Attendance of at least 40 Hours (excluding of lunch Hours) for the five day week.

Signed by Gopesh
Upadhyaya
Date: 24-07-2024 23:37:50
(Gopesh Upadhyaya)
Asth. Director (Admin)
For Regional Director

Copy to:

1. All Officials/ Officers.
2. All Branches/ Branch Offices/ Officers/ Superintendents/SSOs/ Branch Managers.
3. The Director, Dept. Enquiry (WZ)/Dy. Director, Vigilance (WZ).
4. General Secretary, ESIC Officers' Association, RO Mumbai.
5. General Secretary, ESIC Employees' Union, Mumbai.
6. O.O. File/ Personal file.
7. Rajbhasha Shakha for Hindi Translation.
8. ICT Branch, RO Mumbai, to upload on ESIC website.