



HEADQUARTER'S OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN : CIG ROAD : NEW DELHI
(ISO: 9001-2008 Certified)

No.D-13/11/All India Circular/2014-Genl

Dated:25 .11.2014

To

All Regional Directors / Director / Jt. Directors (I/c)
Dean/Medical Superintendents / SSMCs / NTA
Regional Offices/Sub-Regional Offices/Divisional Offices/
Model Hospitals/Medical Colleges

Subject:- Biometric Attendance System - Preparatory steps to be taken by field units.

Sir/Madam,

Reference above cited subject, with a view to improve efficiency in monitoring the attendance, leave record & overall working environment, the Aadhar enabled Biometric Based Attendance Monitoring System will soon be started as per instructions issued by the Ministry of Labour & Employment. Before actual implementation of system, following preparatory steps are required to be taken by field units:-

1. Obtain & compile the details of Aadhar Card number of each employee both contractual & regular.
2. Identify the officers/staff who have not enrolled for Aadhar Card & ensure their enrolment.
3. UIDAI may be requested to organize Aadhar enrollment Camps, if needed.

Further directions regarding implementations of Biometric Based Attendance Monitoring System shall be issued in due course.

This issues with the approval of Insurance Commissioner (I/c) P&A.

Yours faithfully,

वेबसाइट की विषय-सूची का प्रबन्धन.....
Website Contents Management.....
जाचरी सं / Diary No. 804
दिनांक / Date: 26/11/14

- Sd

(SUSHIL SACHDEVA)
DY. DIRECTOR (GENL.)

Copy to:-

D.D. (WCM) with request to upload the same in our website.


DY. DIRECTOR (GENL.)