



मुख्यालय, कर्मचारी राज्य बीमा निगम
पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली
ई-मेल: general-hq@esic.nic.in



F.No.D-36/11/Sect/Hqrs./2011/CT-P-II

Date : 14.10.2019

To,

1. All ACs/RDs/Directors/Jt. Directors(I/c)/DD(I/c),
Regional Office/Sub Regional Offices,
2. All Medical Superintendents/Dean,
ESIC Hospital/Medical College/Dental College,
3. D(M)D/D(M)N/NTA/E-V, Hqrs.
Employees' State Insurance Corporation.

Sub: Marking of attendance through Biometric Attendance System by all Officials and Contractual Manpower engaged in ESIC Offices/Hospitals etc. – reg.

Ref:

1. HQ. Letter No. D-13/11/Circular(BAS)/2014-Genl., dated 01.09.2015.
2. HQ. Letter No. D-13/11/BAS/Misc./2015-Genl., dated 31.08.2017.
3. HQ Letter No. D-36/11/Sect./Hqrs./2011-CT, dated 31.10.2017.
4. HQ Letter No. F-27/14/2/Contract Employees/2009-A/cs.III, dated 23.04.2018.

Sir,

I am directed to refer to the Hqrs. instructions issued vide letters under reference above wherein it was categorically directed that all the officers and staff of ESIC as well as contractual manpower engaged in Field Offices/Hospitals will mark attendance on Aadhar Enabled Biometric Attendance System and salary will only be released if the Biometric Machines are functioning and all are marking their attendance on the Biometric Machines. However, it has come to the notice of Hqrs. Office that the instructions issued by this office are not being complied with at some places. Competent Authority has taken a serious view on this & accordingly following instructions are to be complied with: -

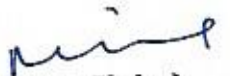
1. All Head of Offices shall ensure that Biometric Machines are functioning round the clock & all Officers & Staff as well as contractual manpower are marking their attendance on AEBAS invariably.
2. All Head of the Offices will assess the requirement of number of Biometric Machines and sufficient number of Biometric machines will be placed in every office & each floor as per requirement so that all the staff and contractual manpower could mark their attendance smoothly and in hassle free manner.
3. CCTV Cameras are to be installed to monitor the safety and security of Biometric Machines at all ESIC locations.
4. DD(Fin.) will be held responsible if they are releasing payments against the Biometric Attendance Instructions issued by Hqrs. Office.

5. Penalty may be imposed on outsourcing agencies for this lapse as per provisions.

It is therefore, advised that above directions may immediately be complied with by all the Offices of ESIC and hereinafter a report in the attached proforma may be submitted by all the offices on or before 10th of every month.

This is issued with the approval of Competent Authority.

Yours' sincerely


(Pranay Sinha)
Director(Genl. Br.)

Copy to: -

1. PS/PPS to DG/FC/CVO/ICs/MCs for kind information.
2. All DD(F)/AD(F), ROs/ SROs/ Hospitals/Medical Education Institutions, for information and necessary action.
3. WCM, Hqrs. Office, for uploading on ESIC Website.

Proforma

Name of Office :

Month :

Total no. of ESIC Officers/ Staffs	Total no. of Contractual Manpower	No. of ESIC officers/staffs registered on AEBAS	No. of ESIC officers/staffs marking attendance on AEBAS	No. of Contractual Manpower registered on AEBAS	No. of Contractual Manpower marking attendance on AEBAS