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ESIC

ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ  
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ಭಾರತ ಸರ್ಕಾರ  
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ  
ಶ್ರಮ एवं रोजगार मंत्रालय, भारत सरकार  
EMPLOYEES' STATE  
INSURANCE CORPORATION  
Ministry of Labour &  
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India



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## परिपत्र/CIRCULAR

**विषय:- बायोमेट्रिक उपस्थिति प्रणाली में उपस्थिति का अंकन**

**Subject:- Marking of attendance in Biometric Attendance System -reg.**

As per Headquarters Office vide office memorandum dated 11.09.2015, the following points are brought to the notice of all the employees (Regular & Contractual) of ESIC Medical College & Hospital, Dental College, Nursing College, and Paramedical College, Kalaburagi, which are required to be followed by all the employees with immediate effects.

1. All Officials/Officers will be required to mark the arrival and departure time in the BAS machine without any exception.
2. If BAS is out of order/not working, all the officials must mark their arrival and departure time in the attendance registers maintained in their respective sections for that/those day/days.
3. The office timing is from 9:00 AM to 4:00 PM for Monday to Friday & from 9:00 AM to 1:00 PM on Saturday.
4. Where an officer/official is required to go for an official meeting in another office directly from home or proceed in the late afternoon from where (s) he/she is not likely to return to the office, an intimation to this effect will be furnished in advance to this office through e-mail at id, i.e., deanmc-gb.kar@esic.nic.in.
5. If 39 hours of work per week are not monitored, disciplinary action shall be initiated against the officer/official.
6. Arrival in the office after 9:30 AM or departure before 4:00 PM will be considered half-day Casual Leave subject to other rules mentioned herein. This will be applicable until Casual Leave is available in the official's account. Suppose the Casual Leave of the official is exhausted. In that case, the official may apply for any leave; otherwise, disciplinary action shall be initiated against erring officials as deemed fit under the rules.
7. Any official availing of half-day Casual Leave in the forenoon will make arrival entry in the BAS up to 1:30 PM. The official availing of half-day Casual Leave in the afternoon will make departure entry in the BBAMS at 1:00 PM or after.
8. In the morning, the time recorded between 9:00 AM to 9:15 AM would not be

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counted towards the shortfall as this is given for marking attendance in the Biometric system. Thereafter, late coming of up to 15 minutes may be relaxed for not more than two days in a week keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that at least 39 hours of work time for the six-day week is maintained.

9. The concerned officials would sanction all overtime allowances, if approved by the Competent Authority, based on times of attendance and departure marked in the BAS only. Suppose officials are called for duty on holidays or required for official exigencies beyond office hours outside the office with senior officers or at the residence of senior officers. In that case, they will submit a confirmation to claim OTA/applicable leave as per the rule on this account.
10. ESIC would register all employees of ESIC and deputed staff on the Biometric system. Any official who is left out for some reason should contact the Establishment of concerned Colleges to register in the system, as the officials' pay is linked to it. Similarly, official joining after transfer should register for the Biometric system immediately. The establishment branch will advise the new officials to register in BAS wherever their joining reports are accepted.
11. Disciplinary action shall be taken against any official tempering with Biometric Attendance System.
12. Habitual late coming is a mis-conduct and stringent action will be initiated.

This circular is re-issued in continuation to this office circular dated 30.03.2022 and 13.09.2022 and is for **STRICT COMPLIANCE** by all the employees. Action, as deemed fit, will be initiated against the erring employees.

DEAN

**Copy to;**

1. **PS to Dean, ESIC Medical College & Hospital, Kalaburagi**
2. **Medical Superintendent, ESIC Medical College & Hospital, Kalaburagi**
3. **The Dean, ESIC Dental College, Kalaburagi**
4. **All HOD's, ESIC Medical College & Hospital, Kalaburagi.**
5. **All Branch Officers/SSOs; ESIC Medical College & Hospital, Kalaburagi**
6. **The Vice-Principal I/C, ESIC Nursing College, Kalaburagi**
7. **The Principal I/C, ESIC Paramedical College, Kalaburagi**
8. **DNS I/C, ESIC Hospital, Kalaburagi**
9. **General Branch/PMD Branch for circulation among all the agency.**
10. **ALL the Notice Board.**
11. **Office Copy.**

