



क.रा.बी.नि.
E.S.I.C.

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Government of India)



सत्यमेव जयते

चिकित्सा महाविद्यालय एवं अस्पताल
एनएच3, एनआईटी, फरीदाबाद-121001(हरियाणा)
Medical College & Hospital,
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134-A-22/15/2/2021-Admn-Part(1)

Date: 10.08.2025

Circular

Subject: Mandatory Biometric Attendance and Compliance with Prescribed Duty Hours

Reference:

1. HQRS Circular No. 53.Z.12.12.03.2021.Esstt dated 25/06/2024
2. DoPT OM No. 11013/9/2014-Esstt (A-III) dated 21/11/2014

It has been observed by undersigned that a number of staff members (both regular and contractual) are not marking their biometric attendance regularly and are not completing the prescribed duty hours as per HQRS guidelines & a number of circular have already been issued in this regard by Administration.

In order to ensure strict compliance and discipline, it is hereby directed that **all categories of staff mentioned below shall invariably mark biometric attendance at the time of reporting for duty and at the time of leaving & all the staff shall be present at the duty location during working hours.**

1. **Teaching Faculty (Regular and Contractual) Specialist/Super Specialists (full time/Part time), Senior Residents, Junior Residents, PG Students, Adjunct Faculty.**
2. **Nursing and Paramedical Staff – Regular and Contractual**
3. **Ministerial Staff**
4. **All Outsourced Staff & any other staff.**

Important:

- **Marking biometric attendance is mandatory for all staff without exception.**
- **Salary/wages will be processed strictly on the basis of biometric attendance records as per HQRS guidelines.**
- **Non-compliance will be viewed seriously and may lead to action as deemed appropriate by the Competent Authority.**

If any staff is not able to mark the biometric attendance on any specific day (due to any specific reason) is directed to fill form (Annexure A) & then he/she will get it verified by DMS-I and will subsequently submit the same to his/her Department/Branch/ANS or the respective outsourced agency.

All the HODs/Branch Officers/ANS are directed to compile monthly absentee statement for all regular/contractual employees (except outsourced employees) on the basis of biometric attendance & Annexure A (duly signed by DMS-I). All HODs/Branch Officers/ANS shall invariably submit the absentee statement to Administration Branch timely to avoid delay in disbursement of salary.

1. For the Nursing Paramedical Outsourced staff respective HOD and ANS shall invariably verify the attendance with biometric and form (Annexure A) signed by DMS-I by 4th or the every month and shall submit the same to Administration Branch.
2. For Housekeeping Staff and Security Staff concerned caretaker shall invariably verify the attendance with biometric and form (Annexure A) signed by DMS-I by 4th or the every month and shall submit the same to General Branch.

It is further informed that if any staff is deployed on night shift duty, then his/her in-time/out time in evening will be considered as in time and his/her in-time/out-time in morning will be considered as out time.

For example: If a person A has been assigned night shift duty on 01/08/2025 then his in time marked on biometric on 01/08/2025 at 08:00 PM will be considered in time and his in time marked on 02/08/2025 at 08:00 AM (completion of night shift duty) will be considered as out time (even if the biometric machine takes it as in time).

All concerned are hereby directed to strictly adhere to these instructions with immediate effect and salary will be processed as per biometric records and report by DMS-I only.

Encl: References as mentioned above & Annexure A.

10.08.2025
Dr. Chavan Kalidas Dattaraya
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Copy to:

1. MS Office.
2. DMS-I for information/necessary action.
3. DD (Finance) with instructions to ensure compliance.
4. All Branches/Departments.
5. All Outsourcing agencies.
6. Notice Board/Website.

Annexure – A

(To be submitted in case of failure to mark Biometric Attendance)

ESIC Medical College & Hospital, Faridabad

1. Name of the Official: _____

2. Designation & Employee ID or Biometric ID: _____

3. Department/Branch/Outsourced Agency: _____

4. Date of Non-Marking Biometric Attendance: ____ / ____ / ____

5. Reason for Non-Marking:

6. Supporting Evidence (if any): _____

7. Declaration by the Official:

I hereby declare that the above information is true and correct to the best of my knowledge. I request that the above instance be considered for regularisation in attendance records.

Signature of Official

Name: _____

Date: ____ / ____ / ____

Recommendation of DMS-I:

Recommended for regularisation

Not recommended

Remarks: _____

Signature & Seal of DMS-I: _____

Date: ____ / ____ / ____



कार्मिक राज्य बीमा निगम
(कार्मिक राज्य बीमा निगम) (Employees' State Insurance Corporation)
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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Website: www.esic.gov.in

No.53.Z.12.12.03.2021.Estt

Dated: 25/06/2024

CIRCULAR

Sub: Implementation of Aadhar enabled Bio-metric system (AEBAS)

A copy of Headquarters Circular No.Z-17/12/7/Misc/2022E.Ipart dated 16.06.2024 and No.D-13/11/Circular/2014/Genl dated 15.12.2014 is enclosed herewith for strict compliance.

This issues with the approval of Additional Commissioner & Regional Director.

Encl: As above


(MANOJ KUMAR)
DEPUTY DIRECTOR (ADM)

Copy to:

1. All Officers and members of staff, Karnataka Region through website.
2. All the Branch Officers and Branches/MR Office, ESIC Regional Office, Bangalore.
3. All the Managers and Branch Offices at ESIC Regional Office, Bangalore
4. Notice Board.

No: 11013/9/2014- Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances, & Pensions
Department of Personnel & Training

New Delhi, dated 21st November :2014.

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31st December 2014. In other places this may be installed by 26th January 2015

2. The equipment will be procured by the Ministries/ Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.
3. The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.
4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government
(contd....)

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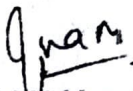
No: 11013/9/2014- Estt (A-III), dated 21-11-2014

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servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.

6. All Ministries/ Departments are requested to bring this to the notice of all concerned.


(J.A. Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:
All Ministries/ Departments (As per standard list)