



தொழிலாளர் சலுகை கமிட்டி/இல் கட்டிடம்
 (தொழிலாளர் & வேலைவாய்ப்பு அமைச்சகம்,
 இந்திய அரசு)
 कर्मचारी राज्य बीमा निगम
 अथवा एन.एस.ई.आई. कॉर्पोरेशन
 EMPLOYEE STATE INSURANCE
 CORPORATION
 (Ministry of Labour & Employment, Govt.
 of India)



தலைநகர மண்டல அலுவலகம் /தன மண்டல அலுவலகம் /
 SUB REGIONAL OFFICE
 2வது மேற்கு தெரு. கே.கே.நகர், மதுரை - 625020
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Dated 16.07.2024

परिपत्र / CIRCULAR

Sub:- Observance of punctuality by officers/officials - reg.

It is noticed from the Bio metric attendance that some of the officials are habitual in coming late to office and leaving office early, which is viewed seriously as the conduct of unbecoming of a Government Servant and it may invite disciplinary action against such erring Officers/ Officials. Hence, as per Hqrs. Instruction issued vide circular No. Z-17/12/7/Misc/2022E.I-Part(3) dated 12.07.2024, all the officers and officials are hereby strictly instructed to adhere to our scheduled timings and ensure punctuality while arriving and departing from Office. Also, all the Officials and Officers are instructed to mandatorily mark their attendance in Bio metric.

(R. MEENAKSHI SUNDARAM)
DY DIRECTOR (A)
उप निदेशक (प्र.)

सेवा में/To

All Branch and Branch Office,
SRO Madurai.