



தொழிலாளர் அரசு காப்பீட்டுக் கழகம்
(தொழிலாளர் சேவைவாப்பீட்டமைச்சகம், இந்திய அரசு)
कर्मचारीराज्य बीमानिगम(भ्रम एंवरोजगारमंत्रालय,
भारतसरकार) EMPLOYEES' STATE INSURANCE
CORPORATION(Ministry of Labour & Employment, Govt.
of India)



தொண்டிமண்டல அலுவலகம் /उपक्षेत्रीयकार्यालय/
SUB REGIONAL OFFICE
தொது போக்குத தெருக்கே நகர் மதுரை - 625020
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दि. Date: .07.2024

CIRCULAR

The undersigned has instructed all Officers and officials to maintain punctuality and adherence to biometric attendance procedures at ESIC, SRO-Madurai. In order to ensure the smooth functioning of the office, all the Officers and Officials are hereby advised to mark their daily attendance in Biometric Attendance System invariably. Further, the overall working hours of officers and officials will be watched invariably in BAS and further action will be taken accordingly. In case of inability to mark in BAS due to unforeseen circumstances, the same may be reported to ICT/Admin Branch immediately.

This issues with the approval of DD(I/C).

भवदिय/Yours faithfully,

(R MEENAKSHI SUNDARAM)
DEPUTY DIRECTOR (ADMIN)