



ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬೀಮಾ ನಿಗಮ
(ಕರ್ಮಚಾರಿ ಮುಖ್ಯ ಉದ್ದೇಶಗಳ ಸಂಖ್ಯಾತಾಯ, ಭೂರ್ಜತ ಸರ್ಕಾರ)
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬೀಮಾ ನಿಗಮ
(ಶ್ರಮ ಏಂ ರೋಜಗಾರ ಮಂತ್ರಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



ಬೆಂಗಳೂರು ಸರ್ಕಾರಿ ಮುಖ್ಯ ಬೀಮಾ ನಿಗಮ
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬೀಮಾ ನಿಗಮ
ಚಿಕಿತ್ಸಾ ಮಾರ್ಗವಿಧಾನ ಸಾತಕೋರ ಆಯುರ್ವಿಕಾನ ಏಂ ಅನ್ವಯಿಕಾನ ಸಂಸ್ಥಾನ ಏಂ ಆದರ್ಶ
ಆಸ್ಪತ್ರಾಲ, ರಾಜಾಜೀನಗರ, ಬೆಂಗಳೂರು - 560 010.
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Date:03.01.2026

CIRCULAR

Sub: Maintaining Punctuality, Professional Conduct and Availability during Shifts -reg.

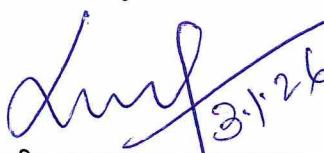
It has been observed from the biometric attendance records that many employees/officials are not reporting to office on time, which is unacceptable for a Government servant/employee. Accordingly, the Competent Authority has directed all employees/officials to strictly adhere to office timings and maintain punctuality.

It is further informed that disciplinary action will be initiated against those employees/officials who fail to maintain punctuality.

Further, it has been observed that some officials are not consistently available at their designated workstations during duty hours and, at times, are found moving around in groups. All staff members are hereby advised to remain present at their respective workstations during their assigned shifts to ensure smooth functioning and effective service delivery. Grouping or gathering in common areas during working hours should be strictly avoided unless required for official purposes. Entry must be made in the movement register by the officials in the concerned departments.

Follow proper office/shift hours and Lunch timings else strict action will be taken. Any deviation from the above instructions will be viewed seriously.

This issues with the approval of the Competent Authority.


(ರಾಮರಾಜ್ ಮೀನಾ /RAMRAJ MEENA)

उಪ ನಿಡೆಶಕ /Deputy Director(Admin)

Copy To:

1. All Officials.
2. PPS to Dean.
3. PA to MS.
4. Notice Board.