



ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ
(ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಂಕೀರ್ಣತೆಯ, ಭಾರತ ಸರ್ಕಾರ)
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ
(ಶ್ರಮ ಎವ್ ರೋಜಗಾರ ಮಂತ್ರಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



ಮೈಸೂರು ಕಾರ್ಮಿಕ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ ಸಂಕೀರ್ಣತಾ
ನಿಗಮ, ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಂಕೀರ್ಣತೆಯ, ಭಾರತ ಸರ್ಕಾರ - 560 010.
ಚಿಕಿತ್ಸಾ ಮಹಾವಿದ್ಯಾಲಯ ಸ್ನಾತಕೋತ್ತರ ಆಯುರ್ವಿಜ್ಞಾನ ಎವ್ ಅನುಸಂಧಾನ ಸಂಸ್ಥಾನ ಎವ್ ಆದರ್ಶ
ಆಸ್ಪತ್ರೆ, ರಾಜಾಜಿನಗರ, ಬೆಂಗಳೂರು - 560 010.
MEDICAL COLLEGE, POST GRADUATE INSTITUTE OF MEDICAL SCIENCE
& RESEARCH & MODEL HOSPITAL, RAJAJINAGAR, BENGALURU - 560 010
ಇಮೇಲ್/e-mail: dean-rajajinagar.ka@esic.nic.in
Website: www.esic.gov.in , Ph. No.080 - 23125892 / 23125572

532/A/22/15/01/08/(CIRCULARS)/Estt.

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.

(ರಾಮರಾಜ ಮೀನಾ /RAMRAJ MEENA)

उप निदेशक /Deputy Director(Admin)

Copy To:

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