



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



क्षेत्रीय कार्यालय, पूर्वोत्तर क्षेत्र
REGIONAL OFFICE, N. E. REGION
बामुनीमैदाम, गुवाहाटी-781021
BAMUNIMAIDAM, GUWAHATI-781021
वेबसाइट/ Website: www.esic.nic.in

CIRCULAR

Subject:	Strict Adherence to Office Timings and Punctuality
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It has been observed that the majority of employees of the office are adhering to the prescribed office timings. However, a few members of the staff have been found to be violating office attendance norms, including arriving late, overstaying lunch breaks, and leaving before the stipulated time.

The contents of the OM dated 11.09.2015 have been brought to the knowledge of all officers/officials of this office on several occasions, including vide the latest circular dated 07.02.2024 (issued under F.No.43. E. 22/5/1/2023-Estt (BAS)). Despite these reminders, it has been observed that certain employees are continuing to disregard the established office hours. The same has been viewed very seriously by the competent authority.

In this regard, attention is drawn to **Rule 3(1)(ii) of CCS (Conduct) Rules, 1964**, which mandates that every government servant shall at all times maintain devotion to duty. Habitual late attendance is considered conduct unbecoming of a government servant and may result in disciplinary action. The importance of punctuality in attendance is emphasized for government servants at all levels.

In light of the above, all officers/officials are hereby cautioned and advised to ensure timely attendance and comply with the following office timings moving forward:

Category of Office	Working Days	In Time	Out Time
Regional/Camp/Branch Offices	Monday - Friday	09:00 AM	05:30 PM
Dispensary-cum-Branch Offices	Monday - Friday	09:00 AM	04:00 PM
	Saturday		01:00 PM

Any recurrence of such behavior may result in deduction of leave from account of the erring officers/officials in accordance with Sl. 11 of Hqrs. Office OM dated 11.09.2015 alongwith initiation of disciplinary action as deemed fit under the rules.

This issues with the approval of the Regional Director

Deputy Director (Admn.)

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