



ಕ.ಸ.ವಿ.ನಿ.  
ESIC

ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ  
ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ  
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ವೀಮಾ ನಿಗಮ  
ಶ್ರಮ एवं रोजगार मंत्रालय, भारत सरकार  
EMPLOYEES' STATE INSURANCE CORPORATION  
Ministry of Labour & Employment, Govt. of India



सत्यमेव जयते

ಇಎಸ್‌ಐಸಿ ದಂತ ಕಾಲೇಜು ಮತ್ತು ಆಸ್ಪತ್ರೆ  
ಸೇಡಂ ರಸ್ತೆ ಕಲಬುರಗಿ, ಕರ್ನಾಟಕ- 585106  
ಕ.ಸ. ವಿ. ನಿ ದಂತ ಮಹಾವಿದ್ಯಾಲಯ एवं ಆಸ್ಪತ್ರೆ,  
ಸೇಡಂ ರೋಡ, ಕಲಬುರಗಿ - 585106  
ESIC DENTAL COLLEGE AND HOSPITAL,  
SEDAM ROAD, KALABURAGI - 585106  
Ph.No.08472265563, E-mail: deandc@karnataka.gov.in

No.532/KLBDC/Z/16/12/Interns-39/2023

DATE: 12.12.2023

**CIRCULAR**

**Subject:- Marking of attendance in Biometric Attendance System -reg.**

**REF: ESIC Medical College & Hospital, Kalaburagi circular**

**NO.532/GLBMCH/A/25/13&14/L.S/ESTT.2023 dtd: 14.07.2023**

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As per Headquarters Office vide office memorandum dated 11.09.2015, the following points are brought to the notice of all Interns ESIC Dental College & Hospital, Kalaburagi, which are required to be followed by all the employees with immediate effects.

1. All Interns will be required to mark the arrival and departure time in the BAS machine without any exception.
2. If BAS is out of order/not working, all the officials must mark their arrival and departure time in the attendance registers maintained in their respective sections for that/those day/days.
3. The office timing is from 9:00 AM to 4:00 PM for Monday to Friday & from 9:00 AM to 1:00 PM on Saturday.
4. If 39 hours of work per week are not monitored, disciplinary action shall be initiated against the officer/official.
5. Arrival in the office after 9:30 AM or departure before 4:00 PM will be considered full day Casual Leave subject to other rules mentioned herein. This will be applicable until Casual Leave is available in the official's account. Suppose the Casual Leave of the official is exhausted. In that case, it will be considered as LOP; otherwise, disciplinary action shall be initiated against erring officials as deemed fit under the rules.
6. In the morning, the time recorded between 8:45 AM to 9:15 AM would not be counted towards the shortfall as this is given for marking attendance in the Biometric system. Thereafter, late coming of up to 15 minutes may be relaxed for not more than two days in a week keeping in view the transport problem or any other unforeseen eventuality subject to the condition that the duration of late coming is compensated by sitting late in the evening, preferably the same day or any other day of the same week so that at least 39 hours of work time for the six-day week is maintained.
7. Disciplinary action shall be taken against any official tampering with Biometric Attendance System.
8. Habitual late coming is a mis-conduct and stringent action will be initiated.

To

1. All INTERNS
2. Notice Board
3. Office Copy

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