



कामगार राज्य वीमा महामंडळ  
(श्रम आणि रोजगार मंत्रालय, भारत सरकार)  
कर्मचारी राज्य वीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & employment, Govt. of India)



उप प्रादेशिक कार्यालय नागपूर / उप क्षेत्रीय कार्यालय नागपूर  
/ SUB-REGIONAL OFFICE NAGPUR  
पंचदीप भवन, गणेशपेठ, नागपूर, महाराष्ट्र - 440018  
पंचदीप भवन, गणेशपेठ, नागपूर, महाराष्ट्र - 440018  
PANCHDEEP BHAWAN, GANESHPETH, NAGPUR, MAHARASHTRA - 440018  
☎: 2720141, 2726219, 2726365, 2729075, Fax: 0712-2729359  
E-mail: dir-nagpur@esic.nic.in Website: www.esic.nic.in

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## CIRCULAR

Sub: - Ensuring implementation of Aadhar Enabled Biometric Attendance System.

All Branch Officers/ DCBO In-charges/ Branch Managers/ Office superintendents must ensure that the officials posted under their BOs/ DCBOs must mark their biometric attendance regularly through Aadhar Enabled Biometric Attendance System .

It is also to inform all branches/DCBOs that the implementation and marking of attendance is being monitored at highest level and details of biometric including number of hours present in office and other parameters are being sought. Therefore attendance must be closely monitored and branchwise data must be prepared and submitted to this office on monthly basis along with the Absentee statement.

This issues with the approval of Competent authority.

Encl: 1) proforma.  
2) Employee attendance register

**(Hemant Barde)**  
**Asst. Director (Admn.)**

To,

1. All Branches of SRO Nagpur
2. All Officials under SRO Nagpur
3. Website content Manager, SRO Nagpur