



क.रा.पी.नि.  
E.S.I.C.

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



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A-47012/33/2022-ADMN/

Date: 02/05/2025

## CIRCULAR

All officers and staff of ESIC Hospital Gurugram are hereby directed to strictly comply with the following instructions:

### **1. Aadhar Enabled Biometric Attendance System (AEBAS)**

In accordance with Headquarter letter no. 40.A.13/11/279/BAS/2014-Adm. Dated 18.06.2024, All officers and staff must mark their attendance using the Aadhar Enabled Biometric Attendance System (AEBAS) and adhere to the prescribed office timings without fail. Attendance records will be monitored regularly, and habitual latecomers will be subject to appropriate administrative action. As per Rule 3 of the CCS (Conduct) Rules, 1964, every government servant must maintain absolute integrity, devotion to duty, and conduct themselves in a manner befitting their position. Habitual late attendance and failure to comply with office timings will be considered misconduct under these rules and may lead to disciplinary action.

### **2. Professional Conduct and Workplace Discipline**

Maintaining professionalism and focus on work is essential for a disciplined and efficient office environment. Hence, all staff members are strictly advised to avoid unnecessary wandering or idling in areas other than their assigned workstations or designated duty spaces as per Rule 3-A of the CCS (Conduct) Rules, 1964, government employees must exhibit promptness and courtesy in their professional conduct. Employee dealing with confidential file will maintain secrecy. Any breach of office decorum will be treated as misconduct and may result in disciplinary proceedings.

### **3. Hierarchical Communication and Courtesy**

Employees must maintain courtesy and respect towards their seniors and reporting officers, as mandated by Rule 3-A of the CCS (Conduct) Rules, 1964. All communication, whether verbal or written, must follow the official hierarchical structure. Direct communication with senior-most officers bypassing the chain of command should be avoided.

#### 4. Task Documentation and Reporting

Every DA and employee must maintain proper records of their tasks performed, including an assistant diary, and submit reports to their respective reporting officers on a daily and monthly basis. As per Rule 3 of the CCS (Conduct) Rules, 1964, employees must demonstrate devotion to duty and ensure that their work is properly documented and reported.

This circular is being issued with permission of Medical Superintendent for strict compliance by **all ministerial and non-ministerial** staff members. Any non-compliance with the above directives will be considered misconduct under the CCS (Conduct) Rules, 1964, and may result in disciplinary action.

Digitally signed by  
SANDIP KUMAR  
Date: 14-05-2025  
12:01:23

**DY. DIRECTOR(Admin)**

**To,**

All Employees/Officers of ESIC Model Hospital Gurugram.