



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



क्षेत्रीय कार्यालय मुंबई/क्षेत्रीय कार्यालय मुंबई/Regional Office
Mumbai
५ वा मजला, एम. जी. एम. रुग्णालय, डॉ. एस. एस. राव मार्ग,
परेल, मुंबई-400 012
5वीं मंजिल, एम. जी. एम. अस्पताल, डॉ. एस. एस. राव मार्ग,
परेल, मुंबई-400 012
5th Floor, M. G. M. Hospital, Dr. S. S. Rao Road, Parel, Mumbai - 400
012
Phone: 022 61209700/742
Email: rd-maharashtra@esic.gov.in
Website: www.esic.gov.in

No.: 31-A/12/16/AEBAS/Estt.II/2024

Date: 11.08.2025

C I R C U L A R

Subject: Implementation of Aadhar enabled Bio-Metric System (AEBAS).

In continuation to RO Mumbai Circular issued under even number dated 24.07.2024, regarding implementation of Aadhar enabled Bio-Metric System (AEBAS), it is informed that the Branches/ Office situated at Regional Office Mumbai, Panchdeep Bhavan, Lower Parel building have now been shifted and are currently functioning from the 5th Floor, M.G.M. Hospital, Parel.

(2) The Aadhar enabled Bio-Metric System (AEBAS) has been installed on the Gr. Floor and 5th Floor, M. G. M. Hospital building. The Competent Authority has instructed that all officers/officials & contractual staff of RO Mumbai/ Branch Offices, and DCBOs must strictly adhere to office timings and mark their attendance through the AEBAS / face-based authentication applications using Android/ IOS based phones, in accordance with the guidelines issued by Headquarters and RO Mumbai from time to time.

(3) It is observed that some staff are attending their office duty by less than 8 hours (excluding of lunch hours) and not present in their respective branch/ office during duty hours but roaming around in the office premises, which has been viewed very seriously by the Regional Director (I/c) and directed to follow the office decorum and no official should leave his/ her branch without the permission of OS/ BO during the duty hours & should make entry in the movement register accordingly.

(4) The Instructions have already been issued time to time by this office, vide circular No. 31-Z/ 11/ 15/4/AC Cell/2021/FN-9 dated. 10.01.2024/ 17.05.2024 for maintaining punctuality in attending office interalia directing all Officials / Officers to attend Office for not less than 8 hours (excluding lunch hours) and Hqrs' Circular bearing NO. Z-17/12/7/Misc./2022 /E.I Part3 dated 16.06.2024 / 12.07.2024 directed to maintain punctuality and marking Bio- metric attendance. Any shortfall in attendance or non-compliance may attract suitable disciplinary action.

(5) All the Branch Officers/Branch Managers/ Supdt. are directed to bring the contents of this circular to the notice of all officials working under them and to ensure strict Compliance of punctuality in attendance in terms of aforesaid instructions.

This issues with the approval of the Regional Director (I/c), Maharashtra.

(Dinesh Sonkusare)
Dy. Director (Admn.)

Copy to:

1. All Officials/ Officers.
2. All Branches/ Branch Offices/ Officers/ Superintendents/ Branch Managers.
3. The Director, Dept. Enquiry (WZ)/Dy. Director, Vigilance (WZ).
4. General Secretary, ESIC Officers' Association, RO Mumbai.
5. General Secretary, ESIC Employees' Union, Mumbai.
6. O.O. File/ Personal file.
7. Rajbhasha Shakha for Hindi Translation.
8. ICT Branch, RO Mumbai, to upload on ESIC website.