



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



क्षेत्रीय कार्यालय / Regional Office
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File No.13.A.22/13/01/2022-Admin(E-146740)

Dated: 16.07.2024

OFFICE MEMORANDUM

Subject: Regarding strict directions to officials to refrain from Union Activities during office hours and to refrain from attending mass gathering without prior permission of the Competent Authority/unauthorized absence of the concerned officials from office/working desk for longer durations (without being on official tours or for the official purposes) in mid of the office timings/working hours/during office hours without permission of the Competent Authority.

The reference of this Office Memorandum dated 30.06.2024 is hereby cited again wherein few officials (posted under various Branches and Branch Offices of Regional Office, Faridabad and also from the other controlling offices/accounting units of ESIC Haryana Region) were found unauthorizedly attending mass gathering in the canteen premises of Regional Office, Faridabad by the Competent Authorities of this Regional office during their surprise visit of all the branches of Regional Office, Faridabad on 23.06.2023 (4:56 P.M.) (Friday) for monitoring and observing the functionalities/attendance of officials/branch during the office hours.

Subsequently, in consideration of the acts of misconduct committed for the 1st time by the concerned officials, the Competent Authority had earlier accorded condonation in the case after taking a lenient view in the matter.

However, it has again come to the notice/observation of the Competent Authority that few officials are still engaging in Union activities during office hours and attending gatherings in the canteen/other premises of Regional Office, Faridabad without prior permission of the Competent Authority and remain unauthorizedly absent from respective seat/desk office for longer durations (without being on official tours or for the official purposes) in mid of the office timings/working hours/during office hours without permission of the Competent Authority, which may be termed as misconduct on their part in r/o non-maintaining devotion to duty & non-maintenance of discipline in the discharge of official duties and may also be seen as desertion from the work place.

Hence, as per directions of the Competent Authority, it is again directed to all the concerned to strictly refrain from Union activities and attending gatherings during office hours (9:00 A.M. to 1:00 P.M. & 1:30 P.M. to 5:30 P.M.) and not to remain unauthorizedly absent from their respective seat/desk/office without permission of the Competent Authority, failing which strict Administrative/Disciplinary action may be initiated against the official without any further references/correspondences.

Moreover, it is also directed to all the concerned to strictly ensure compliance/observance of office timings during Office Hours positively, failing which administrative/disciplinary action as deemed fit by the Competent Authority may be initiated against the errant officials for the aforesaid misconduct and may also be termed as an act of unbecoming of an employee of this Corporation, as the non-adherence to the office timings by the officials concerned are not as per the directives/guidelines already laid down in r/o to maintain devotion to duty, to do nothing which is unbecoming of a Government servant, to refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices, to maintain discipline in the discharge of assigned duties and be liable to implement the lawful orders duly communicated to the officials and to perform and discharge the assigned duties with the highest degree of professionalism and dedication to the best of abilities and may be termed as violation of Rule 3(1)(ii)(iii)(xviii)(xix)(xxi) of CCS(Conduct) Rules 1964 read with Rule 23 of ESIC (Staff and Condition of Services) Regulation 2023(amended).

Violation of Rules as per CCS(Conduct) Rules 1964 read with Rule 23 of ESIC (staff and condition of services) Regulation 1959 on the part of the officials attracting provisions under the relevant CCS Rules is not acceptable.

Further, in cases wherein, few officials always remain absent from office on regular basis, for longer durations (without being on official tours or for the official purposes) in mid of the office timings/working hours or deserting their seats without any authority/approval/permission, the consequences and procedure shall be followed in r/o officer/official who is absent from duty without any authority under FR 17(1) and 17-A (F.R. & S.R. – PART III - Leave Rules CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972). As per FR 17-A(iii) without prejudice to the provisions of Rule 27 of the Central Civil Services (Pension) Rules, 1972, remaining absent without any authority or deserting the post, shall be deemed to cause an interruption or break in the service of the employee, unless otherwise decided by the competent authority for specific purposes. (DoPT O.M. No. No.13026/3/2010-Estt.(L) dated 22.06.2010 & No.13026/3/2012-Estt.(Leave) dated 28.03.2013)

This issues with the approval of the Additional Commissioner & Regional Director.

Signed by

Sanjay Kumar Rana

(SANJAY KUMAR RANA)

DEPUTY DIRECTOR (Admin)

Date: 16-07-2024 17:32:58

Copy to:-

1. The Insurance Commissioner (E-II) ESIC H.Q. office for information please
2. The Dean, ESIC MC & H, NH-3, NIT, FARIDABAD.
3. The Medical Superintendent, ESIC Hospital, Sec-9A, Gurugram.
4. The Medical Superintendent, ESIC Hospital, IMT Manesar.
5. The Dy. Director(I/C), SRO Gurugram.
6. The Dy. Director(I/C), SRO Karnal.
7. All Concerned Branches, R.O. Faridabad/Cash/F&A/E-office, Cell, R.O. Faridabad
8. All Concerned Branch Offices under jurisdiction of R.O. Faridabad
9. Notice Board/Guard File/P.A. Cell R.O. Sec-16 Faridabad.
10. Sh. Brijesh Mishra (Website Content Manager) with request to upload on Regional Office webpage.
11. General Secretary, Officers Association/ESIC Employees Union Haryana/SC & ST Association, Haryana.