



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



मुख्यालय
Headquarters'
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No. Z-17/12/1/Misc(Unauthorized absence)/2025-E.I

17-03-2025

To,

1. Additional Commissioner & Regional Director/Regional Director (I/c)/Joint Director (I/c), All Regional Offices/Sub-Regional Offices
2. Medical Superintendent/Dean, ESIC Hospital/ ESIC Medical Educational Institutions

Subject: Unauthorized absence of Officers/Officials-reg.

Sir/Madam,

It has been observed that some of the officers / officials have absented themselves in unauthorized manner from the service of ESI Corporation. The unauthorized absence of officers and officials is a case of indiscipline. Moreover, this also makes a dent on the working of offices / hospitals, which are already functioning with the limited number of officers and staff members.

Therefore, it is directed that time bound action must be taken to process such cases of unauthorized absence from duty & official work. Time bound action (as per laid down process and procedure) must be taken for taking such cases to their logical conclusion, which may include dismissal/ removal from services of such officers /officials, .

The number of such officers /officials of unauthorized absence must be reported to concerned branches of Headquarters' immediately.

This issues with the approval of competent authority.

Yours sincerely,

Joint Director (E-I)

Copy to:

- i. PPS to DG, ESIC for information.
- ii. PPS to All Divisional Heads for information and necessary action.
- iii. MC (MA) for similar action on Medical/Nursing/Paramedical Cadre.

- iv. Joint Director (E-II) for coordinating action from field offices for officials from MTS to Assistant Cadre.
- v. Website Content manager for uploading on ESIC website