



કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



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CIRCULAR

It has been observed that many of the staff of Regional Office / Branch Office are availing leave simultaneously with other staff of their Branch/B.O., proceeding on leave without prior-sanction / prior-intimation / replacement (in case of Branch Offices having only one Cashier). Branch Officers / Branch Managers are also recommending their leave without taking into account the availability of staff and workload in Office resulting in disruption of normal functioning of Office and multiple request to Administration Branch for diversion / attachment.

Since the Office is facing acute shortage of staff in Group-C Cadre, all the Branch Officers / Branch Manager are directed to recommend the leave of subordinate officials only after ensuring the sufficient availability of staff and pendency / urgency of work in the Branch / Branch Offices. No official would be diverted only on the pretext that staff is proceeding on leave unless there is dire requirement of staff due to some urgent work.

Attention is also being drawn to Rule 7(1) of CCS Leave Rules which states "Leave cannot be claimed as a matter of right". So all the Officers/Officials are directed to proceed on leave only after prior sanction of leave. In case of emergency, the official should intimate about his leave to reporting officer at the earliest. Any unauthorized leave or absence without intimation will attract disciplinary action.

Hindi Version will follow.

Digitally signed by
SANJEEV KUMAR SINGH
Date: 25-04-2025
14:11:38

Dy. Director

To,

1. All the Branch Officers / Branches of ESIC RO-Ahmedabad
2. All the Branch Managers / Branch Offices under ESIC RO-Ahmedabad
3. The website content manager for uploading the same on website of ESIC.
4. Rajbhasha Shakha for Hindi Version.
5. PA Section.