



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



चिकित्सा महाविद्यालय एवं अस्पताल
एनएच3, एनआईटी, फरीदाबाद-121001(हरियाणा)
Medical College & Hospital,
NH 3, NIT, Faridabad-121001 (Haryana)
Phone No-129-2970111 Email: dean-faridabad@esic.nic.in
Website : www.esic.nic.in

File No:- Z-16012/5/2024-ADMIN

Date:-18.11.2024

Circular

Subject: Mandatory Wearing of Identity Cards and Uniforms

The Competent Authority has observed that some staff (regular & contractual) members, including Doctors, Nursing staff, Paramedical staff, Ministerial staff, and other employees, are not wearing their identity cards while on duty. Additionally, staff (regular & contractual) assigned specific uniforms are not adhering to the dress code.

All employees are hereby directed to:

1. **Wear their identity cards** visibly at all times while on duty within the premises.
2. **Wear the prescribed uniform** if assigned, as per the standards set for their respective roles.

This measure is essential to maintain professionalism, ensure easy identification, and uphold the decorum of the institution.

Supervisors and HOD/Branch officers are instructed to ensure compliance with this directive. Non-compliance will be viewed seriously and may attract disciplinary action.

This is issued after the approval of Competent authority.

**Deputy Director
(Admin)**

Copy to:

1. All HODs/Branch Officers for necessary compliance.
2. BO Security for necessary compliance in respect of security guards.
3. BO Houskeeping for necessary compliance in respect of Houskeeping Staff.
4. PMD Branch/Caretaker Office/ANS office.
5. Dean cell.
6. MS Office.
7. Notice Board for information of all concerned.
8. DA ICT to upload a copy on website.