



कामगार राज्य बीमा महामंडळ  
(श्रम व 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)



उप प्रादेशिक कार्यालय नागपूर / उप क्षेत्रीय कार्यालय नागपूर  
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## CIRCULAR

### **Sub: Proper Handover of Charge and Availability During 13th Zonal Sports Meet**

All staff members of offices under the jurisdiction of SRO Nagpur who are participating in the **13th Zonal Sports Meet** scheduled to be held in **Chennai from 10.02.2025 to 14.02.2025** are hereby directed to ensure the proper handover of their official charge before proceeding for the event.

To maintain the smooth functioning of office and prevent any delay / increase in pendency, all officials are directed to ensure following directions/order :

1. **Hand over their charge properly** to the concerned officer/staff before leaving.
2. **Ensure that all pending work is either completed or delegated** appropriately.
3. **Remain available over the phone** during office hours in case of any urgent official requirement.

Non-compliance with the above instructions may lead to disruption severely affecting service delivery to IPs/Beneficiaries and therefore shall be viewed seriously. If required necessary administrative/disciplinary action as deemed fit may also be initiated/taken.

All concerned are directed to ensure compliance.

This issues with the approval of Competent Authority.

**Signed by Hemant  
Shankarrao Barde  
Date: 06-02-2025 18:31:05  
(Hemant Barde)  
Asst. Director(Admn.)**

To,

1. All Branches of SRO Nagpur
2. All Officials under SRO Nagpur
3. Contingent Leader for SRO Nagpur
4. Nodal Officer Sports Meet
5. All Team Captains
6. Website content Manager, SRO Nagpur