

**Government of Jammu & Kashmir
Directorate of Rural Development Kashmir**

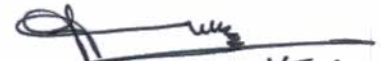
Subject:- Submission of daily attendance report

C I R C U L A R

It been observed by the undersigned during a surprise visit to various blocks of District Baramulla/Ganderbal that some of the employees are attending their duties late in the morning and also leaving their office early without seeking proper permission or leave from their immediate Controlling Officers. Besides, these offices have not been found maintaining bio-metric attendance system. This kind of attitude by some of the employees not only affects the work culture but common masses are also put to suffer as well.

Therefore, in order to ensure transparency in the working system and to improve the work culture in all Subordinate offices, it is once again impressed upon all the Project officer Wage Employment (ACDs)/ Executive Engineers, REW/ District Panchayat Officers / Block Development Officers/ AEEs to install and operationalize bio-metric attendance system in those office where such system has not been installed so far, and also make the system functional where it has been installed and is not functional and submit daily attendance report to this Directorate at 10.30 a.m. sharp.

Non-compliance of the above instructions shall lead to initiation of disciplinary action against the defaulters.


Director 08.11.18

Rural Development Department
Kashmir

No:-DRDK/Estt/2/Gn1/2016/

Dated: -6-11-2018

Copy to the:-

- 39477-676
1. Secretary to Government, Rural Development and Panchayati Raj Department J&K, Srinagar for favour of information.
 2. Project Officer Wage Employment (ACD) _____(All)
 3. Project Officer Self Employment (DRDA) _____(All)
 4. District Panchayat Officer _____(All)
 5. Executive Engineer (REW) _____(All)
 6. Block Development Officer _____(All)

for information and necessary action.