

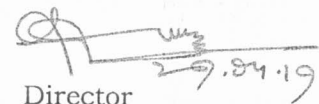
Government of Jammu & Kashmir
Directorate of Rural Development Department Kashmir

Subject:- Bio-metric attendance System.
Reference:- Govt Circular No.02-FD of 2019 dated. 18-04-2019

CIRCULAR

Inspite of clear instructions from the Government and also to the effect that the Bio-metric attendance system stands already installed in every office of Rural Development Department Kashmir, poor attendance of employees in various office has been observed. As such in order to ensure the regular duties and punctuality of employees for better delivery of public service it is impressed upon all District Level/Block Level Officers of Rural Development Department Kashmir to adhere the following instructions strictly:-

1. That every employee should mark his/her attendance biometrically at the time of entry into office as well as at the time of their departure.
2. Payment of Salary or Wages in favour of the Government Employees of any category for the month of May 2019 onwards will be linked with their biometric attendance report. The concerned DDOs will release salaries only on the basis of biometric attendance report as furnished by the nodal officers.
3. The Biometric attendance applies to all the employees, including contractual /consolidated/casual workers or any other types of person drawing wages in any form from public exchequer.
4. The controlling officers/DDOs will ensure that the record of approved leaves and tours is uploaded into the biometric attendance system regularly.
5. The concerned officers shall nominate the Nodal Officer at their level for daily monitoring Biometric attendance and compliance with the above instructions.


29.04.19

Director
Rural Development Department
Kashmir

No:-DRDK/Estt 14525-4724

Dated: -30 -04-2019

Copy to the:-

1. Superintending Engineer (REW) Kashmir.
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 (HQ)DRDK Nodal Officer Biometric attendance.
7. Accounts Officer (DRDK)
8. Block Development Officer _____ (All)

for information and immediate necessary action.