



**GOVERNMENT OF JAMMU & KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K**

Subject: Biometric Attendance in the Government offices - Instructions thereof.

Circular No.41-JK(GAD) of 2022

Dated:11.11.2022

In terms of Government Order No. 650-JK(GAD) of 2022 dated 02.06.2022, instructions were issued to all Government Offices/PSUs/ Institutions/Corporations across the Union territory of Jammu and Kashmir to switch over to Biometric System (Aadhar or Finger Print Based) with immediate effect and all employees were directed to necessarily mark their attendance both at arrival and departure as per the notified office hours of various offices.

Further, all Administrative Secretaries/HoDs/Managing Directors of PSUs/Corporations/Institutions were directed to ensure installation of Biometric Attendance Systems/Equipments in all offices/institutions under their administrative control by or before 15th of June, 2022 and all DDOs were also directed to draw salaries of employees only on the basis of satisfactory biometric attendance.

Notwithstanding, these clear and elaborate instructions on the subject, it has been observed that a sizable number of employees continue to draw their salaries without marking daily attendance, a matter which has been viewed seriously by the authorities.

It is accordingly enjoined upon all Administrative Secretaries/HoDs/Managing Directors of PSUs/Corporations/Institutions as also all

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the Drawing and Disbursing Officers to strictly adhere to the instructions issued in terms of Government Order ibid, and furnish daily Action Taken Report in this regard to the General Administration Department on email id **gad-jk@nic.in**. Further, a list of defaulting DDOs who draw salaries of employees without satisfactory biometric attendance shall be furnished to the General Administration Department in the 1st week of December, 2022 by all departments.

Sd/-

(Dr. Piyush Singla) IAS
Secretary to the Government

No.GAD-ADM/262/2021-09-GAD

Dated:11.11.2022

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs Government of India.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Chairman, Special Tribunal, J&K.
10. Divisional Commissioner, Kashmir/Jammu.
11. All Heads of Departments/Managing Directors.
12. All Deputy Commissioners.
13. Director, Information, J&K.
14. Principal Private Secretary to the Lieutenant Governor.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director, Estates, Jammu/Kashmir.
17. Private Secretary to the Chief Secretary.
18. Private Secretary to Advisor (B) to Lieutenant Governor.
19. Private Secretary to Secretary to the Government, GAD.
20. Circular/Stock file/Website, GAD. "Hindi and Urdu Versions shall follow."


11.11.2022
(Rohit Sharma) JKAS

Additional Secretary to the Government

Government of Jammu & Kashmir
Directorate of Rural Development Department Kashmir


No. DRDK/Estt/

Dated -11-2022

Copy of the Circular No. 41-JK(GAD) of 2022 dated 11-11-2022 forwarded to the:-

1. Superintending Engineer REW Kashmir.
2. Assistant Commissioner Development _____ (all)
3. Assistant Commissioner Panchayat _____ (all).
4. District Panchayat Officer _____ (all).
5. Executive Engineer REW _____ (all).
6. Block Development officer _____ (all).

....for information and strict compliance.


Section Officer (Adm)
Directorate of Rural Development
Kashmir


12/11/2022