

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER, UDHAMPUR

Subject:- Ensuring punctuality and attendance of Govt. Employees-reg.

C I R C U L A R

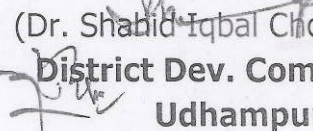
As all are aware that proclamation for imposition of Governor's Rule in the state has been issued by the Hon'ble Governor and consequent thereupon all the functions of the state have come under the direct administrative control of the Hon'ble Governor. In order to ensure punctuality, attendance and work culture of Govt. employees, the following instructions are hereby issued:-

1. The District/Sectoral Officers shall furnish the attendance of the employees under their control/sub-ordinate offices to this office twice a day **viz 10:15 A.M in the morning and 3:00 P.M** in the evening indicating the details of the employees found absent from duties.
2. The District/Sectoral Officers shall ensure that no employee who is absent from the office without proper leave is allowed to mark his attendance, subsequently. The salaries of the employees should be drawn only after certifying that the employees have not remained on unauthorized absence.
3. The District/Sectoral Officers shall furnish details of attendance of all employees under their control/Sub-ordinate offices indicating total number of employees, those present, absent with reasons of absence as per format given below.

S.No	Total No. of Employees on Rolls	No. of Employees present	No. of employees absent	Reasons for absence in each individual case.
1	2	3	4	5

The aforesaid instructions shall be strictly adhered to enabling this office to transmit the employee attendance twice a day to Divisional Commissioner, Jammu for further transmission to the Government.

No: DDCU/13/2015-16/18016-65
Dated:-11/01/2016


(Dr. Shahid Iqbal Choudhary), IAS
District Dev. Commissioner
Udhampur

Copy to the:-

1. Divisional Commissioner, Jammu for favour of kind information.
2. Commissioner/Secretary to Govt., General Administration Department, J&K, Civil Secretariat, Jammu for favour of kind information.
3. _____(All District/Sectoral Officers for strict adherence).