



**GOVERNMENT OF JAMMU AND KASHMIR,
GENERAL ADMINISTRATION DEPARTMENT.
Civil Secretariat, Srinagar.**

**Subject:- Punctuality in Government Offices/Organizations---
implementation of Biometric Attendance System.**

Circular No.17-GAD of 2018

D a t e d: 21 - 06 - 2018

In order to bring efficiency and punctuality in the Government Departments/Organizations, it is impressed upon all the Administrative Secretaries to ensure implementation of Biometric Attendance System in their offices as well as subordinate Departments/Organizations. The Attendance report in respect of officers/officials should reach to the General Administration Department through the Administrative Secretaries every day by 10.00 a.m. for onward transmission to the Governor's Secretariat.

Moreover, if any department defaults on account of installation of Biometric attendance system, it shall submit a report to the General Administration Department with the reasons for appraisal of the competent authority.


(Subash Chhibber),

Additional/Secretary to the Government.

Dated: 21-06-2018

No:GAD(Adm)175/2006-V

Copy to the:-

1. All Administrative Secretaries.
2. Director General of Police, J&K.
3. Principal Secretary to the Hon'ble Governor.
4. Chief Executive Officer, JaKeGA, Information Technology Department.
5. Nodal Officers of all Administrative Departments.
6. Private Secretary to the Hon'ble Governor.
7. Private Secretary to the Chief Secretary.
8. Private Secretary to the Commissioner/Secretary to the Government, GAD.
9. Circular Order file/stock file/GAD Website.