



Government of Jammu and Kashmir  
Civil Secretariat Finance Department

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**Subject: Biometric Attendance System – Compulsory for all employees.**

**Government Order No: 288-F of 2018**

**Dated: 22-06-2018**

In order to ensure punctuality in the Government Offices/ Establishments, it has been decided to immediately implement Biometric Attendance System with immediate effect. Accordingly, the following directions are issued for strict compliance by all concerned:

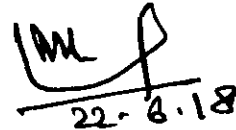
2. For all Government employees/ persons drawing salary, wages, honorarium etc.

- a) No salary or wages would be drawn in favour of the Government employees of any category for the month of June 2018 onwards unless they have enrolled themselves in Biometric System (Aadhar not mandatory).
- b) The above applies also to all the PSU employees, Contractual/ consolidated/ casual workers or any other type of persons drawing wages in any form from the public exchequer.
- c) It will be the duty of the concerned DDOs to ensure enrolment before 30<sup>th</sup> June, 2018 and furnish a certificate for the same along the Salary / Wage Bill presented in the Treasury, without which the Treasury Officers are directed not to entertain any Salary/ Wage bill.
- d) From 22<sup>nd</sup> June, 2018 onwards, the marking of attendance in the system would be compulsory for all categories of employees and wage earners. Only after the scrutiny of monthly attendance, the DDOs would prepare Salary/Wage bill and certificate would accordingly be furnished alongwith the bill to the Treasuries concerned.
- e) The Administrative Secretaries/ HoDs/DDOs of various Departments/Corporations shall ensure installations of

desktop based (low cost) Biometric Attendance System/ Machines in their respective offices at an earliest by purchasing the same at DGS&D rates or through GeM Portal out of OE/ 'Machinery and Equipment' Head.

- f) Information Technology Department and NIC Centres in each district are directed to provide necessary guidance and support for its implementation.
3. All officers/ employees are also directed not to leave their place of posting either on tour or for personal reasons without written permission from their respective Heads of offices. Any violation thereof will automatically attract disciplinary proceedings.
4. All Administrative Secretaries and HoDs within their Departments and Deputy Commissioners in their respective jurisdictions shall be responsible for full compliance of the above instructions.

**By Order of the Government of Jammu and Kashmir.**



(Navin K. Choudhary), IAS  
Principal Secretary to Government,  
Finance Department.

No.FD/coord/149/2015

Dated: ~~22~~06- 2018

**Copy to the:-**

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. Director General, J&K Institute of Public Management, Public Administration and Rural Development(IMPARD).
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Governor.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner, Jammu/ Kashmir.
9. All Commissioners/Secretaries to the Government.
10. All Secretaries to the Government.
11. Chairman, J&K Special Tribunal.
12. Director Information, J&K.

13. All Heads of Departments/Managing Directors.
14. All Deputy Commissioners.
15. Director Estates.
16. Director Archives Archaeology and Museums.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Legislative Assembly/Council.
19. Secretary, J&K Services Selection Board.
20. Private Secretary to Hon'ble Advisor (B) for information of the Hon'ble Advisor.
21. Private Secretary to Hon'ble Advisor (V) for information of the Hon'ble Advisor.
22. State Informatics Officer, NIC, J&K.