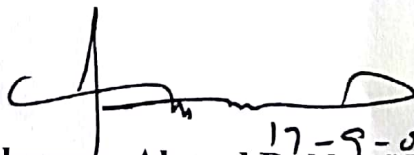


Government of Jammu & Kashmir
Directorate of Horticulture Planning & Marketing
Rajbagh Srinagar

CIRCULAR

It has been observed that most of the District/Zonal Level Officers of both Jammu/Kashmir Divisions besides the offices situated outside usually submit the physical attendance of their offices beyond the stipulated time of 10.15 am as a result of which this office is not in a position to consolidate the physical attendance of subordinate offices in time for its onward transmission to the Administrative Department. The late submission of the physical attendance by this Directorate has been viewed seriously by the Administrative Department with the instructions for submission of the same within stipulated time of 10.30 am.

It is accordingly impressed upon all the concerned District/Zonal level Officers of both the Divisions besides the offices situated outside the state to submit the Physical attendance to this Directorate 10.15 am positively and without fail. Any deviation in this behalf shall be viewed seriously.


17-9-2018
(Syed Shahnawaz Ahmad Bukhari) KAS
Director
Horticulture Planning & Marketing

Copy to the:

1. Secretary to Government Horticulture Department J & K Civil Secretariat Srinagar for favour of information.
2. All concerned District/Zonal Level Officers.
3. _____

NO :- Dup m/ITcell/201/Sgr/2018/4012-22 Dated :- 17/09/18