

**Government of Jammu & Kashmir**  
**School Education Department,**  
**Civil Secretariat, Jammu**

Subject:- Attendance through Bio-metric Face Recognition System.

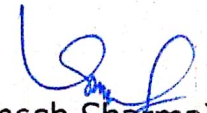
Reference:- Circular No.36-JK(GAD) of 2021 dated 16.09.2021 from General Administration Department.

Circular No: 13-JK(Edu) of 2021  
Dated: 17.11.2021

The GAD vide Circular No.36-JK(GAD) of 2021 dated 16.09.2021, issued instructions to all the Administrative Departments to ensure punctuality of employees towards duties by marking their attendance through the Bio-metric Face Recognition System.

It has been observed that the staff attached/deployed in the School Education Department, Civil Secretariat, Jammu/Srinagar are not marking their daily attendance through Bio-metric Face Recognition System.

Accordingly, in order to comply the instructions of the General Administration Department in letter and spirit, all the attached/deployed staff working in the School Education Department, Civil Secretariat, Jammu/Srinagar are hereby directed to mark their daily attendance through 'Bio-metric Face Recognition System' on their arrival and departure without any fail. The monthly attendance report of such staff shall be issued to their DDOs only on the basis of monthly attendance report as obtained from the Information Technology Department.

  
(Umesh Sharma)JKAS,  
Deputy Secretary to the Government.  
17/11/21  
17/11/21

No.Edu-ADM/105/2021-01

Copy to the :-

1. All officers in the School Education Department.
2. Director, School Education, Jammu/Kashmir.
3. Pvt. Secretary to Principal Secretary to the Government, School Education Department.
4. Mr. Sumeet Sawhney, NO (IT) with the request to register all the attached/deployed staff for 'Bio-metric Face Recognition System' and obtain monthly attendance report of these staff from the IT Department.
5. Circular file.
6. Stock file (w.2.s.c)