



Government of Jammu and Kashmir
School Education Department
Civil Secretariat, Srinagar/Jammu

Circular No:- 10 Edu of 2017
D a t e d :- 22-12 - 2017

Subject:- Instructions regarding enrolling in Biometric Attendance System.

It has been observed that a large number of employees presently working in the School Education Department, Civil Secretariat (including attached employees) are not marking their attendance through Bio Metric System and have not enrolled in the Bio Metric Attendance System which has been viewed seriously by the authorities.

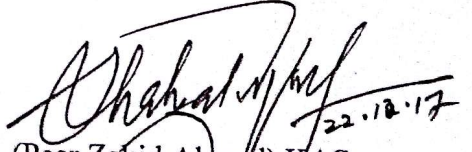
It is therefore impressed upon all the employees of the School Education, Civil Secretariat (including attached employees) to enroll themselves in Bio Metric Attendance System by or before 31st December, 2017, failing which disciplinary action under rules shall be initiated against them (including withheld of their salary for the month of January, 2018).

Sd/-
(Farooq Ahmad Shah) IAS
Secretary to Government
School Education Department

No. Edu/Adm/36/2017
Copy to the:-

Dated:- 22.12.2017

1. Financial Advisor/CAO, School Education Department, He is requested to make available at least two Bio Metric Machines for each Hall (i.e Administrative, Planning & Accounts Hall).
2. Nodal Officer, Bio Metric Attendance System.
3. All concerned officers/officials.
4. Private Secretary to Secretary to Government, School Education Department.
5. Incharge website. He is requested to maintain the attendance account of every employee in the Bio Metric Attendance System by way of entering their leave or tour, if any, and submit the report to the Nodal officer, by or before 10:30 A.M on daily basis.
6. All Section officers.


(Peer Zahid Ahmad) IAS
Under Secretary to Government
School Education Department