



GOVERNMENT OF JAMMU AND KASHMIR
Department of Law, Justice and Parliamentary Affairs
(Establishment Section) Civil Secretariat
Jammu/Srinagar

Circular

Subject:- Punctuality in attendance.

Punctuality is a wonderful trait of a person which is admired and respected. Observance of punctuality at the workplace is more important because it is here that one gets paid for the hours he/she puts in.

Every member of the Staff/Officer is expected to be in his or her seat and to start work by 8:00/9:30/10.00 AM as the case may be, unless he/she has previously obtained special permission.

However, it is seen that despite issuance of instructions from time to time with regard to the need to observance of punctuality, it is noted that most of the officers and staff do not observe punctuality. This unpleasant situation has been taken note of and viewed seriously by the authorities. In this connection attention is invited to Rule 3 (I) (ii) of Jammu and Kashmir, Govt. Employees conduct (Rules), 1971, which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against Government servant. It is also added that punctuality in attendance is to be observed by Government servant at all levels.

To ensure punctuality by all, the following instructions are issued *for* scrupulous compliance by all officers and staff;

- (i) All officers and staff should mark attendance on the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 9:30/10:00 AM as the case may be, unless he/she has previously obtained special permission for late attendance. Those officers/officials who are still not registered on the BAS are directed to register themselves without fail.
- (ii) All Head's of Department, where Bio Attendance System (BAS) has not been installed should take steps

- for immediate installation and same should be installed by 25-06-2018 under intimation to this Department.
- (iii) In the event of any technical glitch in the system, attendance may be marked in the Register maintained in the Admn.
- (iv) Late coming must always be reported to the immediate controlling officer and for any lapse on this account; the Officer/staff concerned would personally be responsible.
- (v) Attendance in the Biometric Attendance System would be monitored on regular basis and the cases of habitual late comers would be submitted to this Department for appropriate administrative action.
- (vi) Surprise attendance check at all levels would also be undertaken.

The above instructions may be noted by all concerned for strict compliance and a daily attendance report in this regard should be furnished by 10:00 AM on each working day.

Sd/-
(Abdul Majid Bhat)
Secretary to Government,

No. LD (Estt)2018/Circular

Dated 21 -06-2018

Copy to the:-

1. Presiding officer MACT Srinagar/Jammu for information and necessary action.
2. Presiding officer TADA/POTA, Srinagar/Jammu for information and necessary action.
3. Secretary, J&K Legislative Council/Assembly, for information and necessary action.
4. Secretary, State Human Rights Commission for compliance.
5. Secretary, State Accountability Commission for compliance.
6. Director Litigation, Jammu/Kashmir for compliance.
7. Director, Urdu Coordination Cell, Srinagar, for compliance.
8. Private Secretary to the Principal Secretary to Hon'ble Governor for information.
9. Private Secretary to the Commissioner/Secretary to Government, General Administration Department for information.
10. Administrative officer, SLSA, Srinagar for compliance.
11. Administrative Officer, Advocate General Office, Srinagar/Jammu for compliance.
12. All officers/officials of the Department of Law, Justice and Parliamentary Affairs for information and compliance.
13. Private Secretary to Secretary to Government Department of Law, Justice and PA for information.

Deputy Legal Remembrancer
Department of Law, Justice and PA

[Handwritten Signature]
21/06/2018

21.06.2018