



Government of Jammu and Kashmir  
**OFFICE OF THE DIVISIONAL COMMISSIONER, KASHMIR**

Tele: 0194-2452643, Tele: Fax: 0194-2455357 Email: [divcomk@gmail.com](mailto:divcomk@gmail.com) [www.kashmirdivision.nic.in](http://www.kashmirdivision.nic.in)

(Administration Section)

**C I R C U L A R**

Despite circular instructions issued by this office, most of the Deputy Commissioners are not submitting the attendance of different departments of their districts on daily basis at 10:30 A. M. resultantly the submission of information to Hon'ble Governor's Secretariat and General Administration Department gets delayed.

Therefore, in order to ensure transparency in the working system and to improve work culture in all the Govt. offices it is once again impressed upon all the Deputy Commissioners to take following measures: -

1. Constitute squads for conduct of surprise check of different offices to ascertain the attendance of the officials.
2. Action should be initiated against those officials who are found unauthorizedly absent from duties which includes their suspension.
3. Installation/operationalization of bio-metric attendance systems.
4. Daily attendance report of all the employees working in different departments be furnished to this office as per the format already circulated at 10:30 A. M. sharp so that same is submitted to Hon'ble Governor's Secretariat and General Administration Department.

Non compliance of the above instructions will lead to initiation of disciplinary action against the defaulters.

Sd/-

**Baseer Ahmad Khan (IAS)**  
**Divisional Commissioner,**  
**KASHMIR**

No:DivCom/219-Genl/MSTL/Estt

Dated: 23 - 06 - 2018

Copy to: -

1. Commr/Secy. to Govt., General Administration Deptt., J&K Civil Sectt., Srinagar.
2. Deputy Commissioner, Srinagar / Budgam / Pulwama / Anantnag / Baramulla / Kupwara / Kulgam / Shopian / Bandipora / Ganderbal / Leh / Kargil.
3. **All HoDs** with the directions to submit the attendance of the officials to respective Deputy Commissioners on daily basis at 10:15 A. M. sharp.
4. Additional Secretary to Hon'ble Governor, J&K, Srinagar.
5. Joint Director, Information Department, Kashmir with the request to give wide publicity of the circular through print/electronic media.
6. DIO, NIC, Srinagar with the request to upload the circular on the official website of Divisional Commissioner, Kashmir.

**Gazi Inayat (KAS)**  
Assistant Commissioner,  
With Divisional Commissioner,  
KASHMIR



Government of Jammu and Kashmir

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Tele: 0194-2452643, Tele: Fax: 0194-2455357 Email:divcomk@gmail.com

The Deputy Commissioner,  
Srinagar/Budgam/Pulwama,  
Anantnag/Baramulla/Kupwara,  
Kulgam/Shopian/Bandipora,  
Ganderbal/Leh/Kargil.

No:DivCom/219-Genl/MSTL/Estt

Dated: 22 - 06 - 2018

Subject: Daily attendance report.

Sir/Madam,

In continuation to this office circular No.DivCom/219-Genl/MSTL/Estt dated 21-06-2018, I am directed to request you to kindly furnish the daily attendance report of your whole district (all the Govt. employees posted in the district) on the below devised format to this office by or before 12:30 P. M. daily.

S. No	District	Number of employees posted in the Department				Number of employees present in the Department			Percentage of employees present
		Gazetted	Non-Gazetted	Class-IV	Total	Gazetted	Non-Gazetted	Class-IV	

Yours faithfully,

  
Dr. Abdur Salam Mir (KAS)  
Additional Commissioner,  
KASHMIR

Copy to: -

Commr/Secy. to Govt., General Administration Deptt., J&K  
Civil Secretariat, Srinagar for information.