



GOVERNMENT OF JAMMU AND KASHMIR
Directorate of Agriculture, Kashmir

Subject:- Presence of Employees through Biometric Attendance System.

C I R C U L A R

It has come to ^{the} notice of this Directorate that employees including DRW's/Casual labourers working in various offices of this Department located in different districts are not attending their duties regularly and are habitual of remaining absent without prior permission/sanction of leave from the competent authority resulting in abrupt distraction of official function and field activity(ies).

In order to curb the menace of absenteeism and uphold the inviolability of work culture in the Department, it is enjoined upon all the JDs/CAOs/DAOs/SDAOs / DDOs to adhere to the following instructions strictly in letter and spirit:

1. Biometric attendance of all the employees including DRWs and Casual Labours be maintained strictly in offices and submitted to this office on monthly basis.
2. No exemption for absentee be granted and action as warranted under rules shall be initiated against the concerned employee(s) as per service rules and the motto "No wages for No work" shall be adopted in respect DRWs/CLs for their absentee on any working day.
3. Salary of the regular employees and wages for DRW/CLs shall be drawn by the DDOs only after obtaining Biometric attendance sheet from the I/C Biometric Attendance System.
4. Leave account of every employee be maintained and surprise visits be conducted of the subordinate offices to ensure 100% attendance so that no interruption is caused in performing official/field activity(ies).
5. Leave is not a matter of right and cannot be availed by an employee(s) unless circumstances are sudden and sanctioned by the competent authority.
6. The subordinates be directed to improve their work, conduct and behaviour failing which they will be squarely responsible for the resultant consequences.

(Altaf Ijaz Anwarabi)

Director

Agriculture Kashmir

Dated:-16.04.2019.

No: Agri/Ps/2019-20/100-134

Copy to the:-

- Joint Director,(Extension) /Joint Director (Inputs)/ Joint Director (Eng)/Project Coordinator Mushroom
- Director, Rakhs and Farms Srinagar.

KTO

4/12/19
DFA
PS

- Chief Agriculture Officer Anantnag/Pulwama/Shopian/Kulgam/Srinagar/
Budgam/Ganderbal/ Baramulla/Kupwara/Bandipora.
- Dy Director (Central)/Planning (M&E)/ FTEC Ganderbal /Dy. Director
Law Enforcement, Srinagar/Floriculture Development Officer, Srinagar.
- Agriculture Chemist /Soil Chemist, Lalmandi, Srinagar.
- Seed Pathologist, Lalmandi, Srinagar/Agrostologist, Lalmandi, Sgr.
- Soil Survey Officer, Srinagar/PDO/SPO/PPO/DSCO, Srinagar.
- Asstt. Agrostologist/Asstt.Entomologist (Apiculture) Lalmandi, Srinagar
Manager SM Farm Padgampora/Seed Analyst, Lalmandi, Srinagar.
- I/C IT Section DOA-K with the direction to maintain the Biometric
Attendance System properly and put up the attendance sheet of every
office/section on monthly basis.