



OFFICE OF THE
DISTRICT DEVELOPMENT COMMISSIONER,
REASI

Subject: Attendance of Employees of all departments in district

CIRCULAR

No: PS/DC/RM/02/2953-3025

Date: 28.09.2013

In compliance of directions issued by the Government vide Circular No. 29-GAD of 2013 Dated 28.09.2013 all the district and sectoral officers are hereby directed to submit **attendance detail of all the employees to this office on daily basis at 1100 Hrs sharp** failing which nil report in respect of concerned department/district officer shall be forwarded to General Administration Department. It is further directed that in case of employees proceeded/proceeding on leave the district officer shall certify the same.

Further it is once again reiterated that, no district officer / other officer (s) shall leave the station without prior permission of the District Development Commissioner as already directed by Hon'ble Chief Minister and endorsed through various circulars issued by General Administration Department.

District Officers shall furnish to this office the daily attendance certificate on the following format:-

S.No	Class	Total	Present	Absent	On Leave	Remarks
1.	Gazetted					
2.	Non-Gazetted					
3.	Others					

As directed by the General Administration Department the salaries of officials shall be drawn only after certifying that employees have not remained on unauthorised absence, accordingly **District Treasury Officer is hereby directed not to draw salary bills of any official of any department till a certificate to this effect is issued by this office based on daily reporting of attendance by district officers.**


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Moreover, to ensure regularity and punctuality, and in order to monitor the attendance as per directions issued by GAD regarding touring/non-touring days all the district officers shall submit their monthly tour dairies to this office well in time which shall be forwarded to DTO/CAO along with consolidated monthly attendance certificate for release of salary. District Officers shall ensure same procedure for officers under their control.

Daily attendance certificates and monthly tour diaries shall be sent by email at dcreasi@gmail.com and/or Fax No. 01991-245586. A consolidated statement, accordingly, shall be forwarded to Divisional Commissioner and Administrative Secretary, GAD.

By Order of the Government of Jammu and Kashmir

 28.09.13

Dr Shahid Iqbal Choudhary, IAS
**District Development Commissioner/
Deputy Commissioner/Distt Magistrate**
Reasi

Copy for favour of information to:

1. Chief Secretary, J&K
2. Director General of Police, J&K
3. Principal Secretary to Government, Home Department.
4. Principal Chief Conservator of Forests, J&K
5. Divisional Commissioner, Jammu
6. Secretary to Government, General Administration Department.
7. Secretary to Government, Revenue Department
8. All Administrative Secretaries.....
9. Inspector General of Police, CID, Jammu
10. Director Information, J&K
11. All Heads of departments.....

Copy to:

1. Addl District Development Commissioner, for information with directions to carry out random inspection of offices on daily basis.
2. Senior Superintendent of Police, Reasi, for information and n/a

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