



**OFFICE OF THE**  
**DISTRICT DEVELOPMENT COMMISSIONER,**  
**REASI**

Subject: Constitution of Attendance Monitoring Cell in district.

**ORDER**

No: *PD/DC/RN/02/3026-3150*

Date: 29.09.2013

Administrative Secretary, General Administration Department, J&K Government, has desired monitoring and submission of daily attendance of all officials in district, and monthly report on compliance of Government orders regarding touring/non-touring days and procedure laid down for district officer (s)/ Other Officer (s) leaving station.

Accordingly a dedicated cell is hereby constituted in office of District Development Commissioner for receiving reports from District Officers on daily attendance of officials and monthly tour diaries of district officers, and onward submission to General Administration Department.

Composition of Cell:-

Officers in charge of Attendance Monitoring Cell	1. Dr Manmeet Kumar KAS, HQA to DC 2. Mr Ashok Kumar, Asst. Director P&S
Landline Number	01991-245587
Fax	01991-245586
E-Mail	<a href="mailto:dcreasi@gmail.com">dcreasi@gmail.com</a> , <a href="mailto:dcreasijk@gmail.com">dcreasijk@gmail.com</a>
Dealing Assistant	1. Mr Dina Bandu 2. Mr Mohd Asif
Officer responsible for sending details to Distt Treasury Officer	Ms Nidhi Gupta, Accounts Officer, o/o DDC
Officer in GAD to be informed by monitoring cell (Daily/Monthly)	Sh Rajesh Sharma, KAS Deputy Secretary to Government

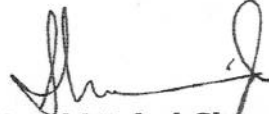


Attendance information received from District Officers/Departments shall be submitted to undersigned at 1400 Hrs positively, which shall be submitted to General Administration Department at 1500 Hrs daily. Detail of monthly tour diaries of District Officers received in monitoring cell shall be submitted by the undersigned to the Administrative Secretary, General Administration Department on 5<sup>th</sup> of every month.

In case of delayed submission / non-submission "Nil Report" shall be communicated to General Administration Department and Administrative Secretary of Concerned Department. Monitoring Cell shall be responsible for forwarding consolidated monthly statements of attendance and tour diaries to District Treasury Officer, as per format, well in time for release of salary of employees without any delay, with information to General Administration Department.

Any non-compliance shall be personal responsibility of officer / official.

**By Order of the Government of Jammu and Kashmir**

 29.09.2013

**Dr Shahid Iqbal Choudhary, IAS**  
**District Development Commissioner**  
**Reasi**

Copy to:

1. Chief Secretary J&K, for favour of information.
2. Divisional Commissioner, Jammu, for favour of information.
3. Secretary to Government GAD for favour of information. This is in reference to telephonic directions/conversation on 29.09.2013 and in compliance of Circular 29-GAD of 2013 Dated 28.09.2013.
4. Copy to SSP/ADDC/ADC for information.
5. All District Officers /Superintending Engineers / Other Officer (s) (BY NAME)  
.....D. S. O. Reasi (N.I.C.).....for strict compliance
6. District Treasury Officer, for information and n/a
7. District Information Officer, for information and n/a
8. District Informatics Officer, for uploading on website.
9. Dr Manmeet Kumar KAS/Mr Ashok Kumar AD P&S/Ms Nidhi Gupta AO/Mr Dina Bandu/Mr Mohd Asif for immediate compliance and further n/a.