



Government of Jammu & Kashmir
Directorate of Industries & Commerce, Kashmir

Sub: Daily attendance report.

**URGENT
OUT JUST NOW**

CIRCULAR

The General Administration Department vide O.M. No. GAD(Adm) 116/2018-V dated 17.07.2018 has directed all Departments to furnish attendance report/ information on daily basis at 10:30 AM for its further submission to the Governor's Secretariat.

Accordingly, it is impressed upon all the General Managers of DICs of Kashmir Division (including Leh and Kargil) and Custodian TFC Uri to furnish following information on daily basis before 10:15 AM to this Directorate, enabling us to forward it to the Administrative Department well in time:

S.No	Category	Total number of employees working	Number of employees present	Number of employees on leave	Number of employees absent
01	Gazetted				
02	Non-Gazetted				
03	Class IV				
Total					

In case of delay from any quarter, zero attendance report of that office shall be communicated to the Administrative Department.

[Handwritten signature]
18/07/18

Director,
Industries & Commerce,
Kashmir

No. DICC/Estt/c-299 (IV)/Circular/1390-1405

Dt. 18-07-2018

Copy to the;

1. Principal Secretary to Govt., I&C Department Civil Secretariat Srinagar for information.
2. General Manager DIC _____ (ALL) for information and necessary action.
3. Custodian TFC Uri for information & necessary action.
4. TFC Website for necessary action.

1st floor, Sanat Ghar, behind Bemina Woollen Mills, Qamarwari Road, Bemina Srinagar Kashmir -190018;

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