

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

Subject: Punctuality in attendance.

CIRCULAR


Adherence of punctuality in Government offices is very important because it is here that one gets paid for the hours he or she puts in. Every officer/ official of the Department is expected to start his/ her assigned work by 10:00 AM up to 4:00 PM.

However it is observed that despite issuance of repeated instructions from time to time with regard to observance of punctuality, the officers /officials do not refrain from the habit of arriving office late and do not pay heed to these circular instructions. This situation has been viewed seriously by the Government. The unpunctuality as per the service rules is referred to as "misconduct" and the delinquent officers /officials are liable to be penalized as per the J&K Classification, Control and Appeal Rules of 1956.

To ensure punctuality in all the offices/sub offices under the Jurisdiction of Directorate of Industries and Commerce Kashmir following instructions are hereby issued:

1. Attendance in the Biometric Attendance System be monitored on regular basis by the officer in charge /District officers.
2. All officers and staff should mark their attendance on the Biometric Attendance System without fail.
3. All are expected to be working on their seats by 10:00 AM sharp.
4. The details of late comers/ absentee Officer (s)/ official (s) should reach to undersigned on every working day by 11:00 AM (sharp).
5. Leave application may be properly sanctioned from the competent authority before proceeding on leave.

It is reiterated here that irregularity and lack of punctuality severely affects the working of Government Offices which in no case shall be tolerated and stern punishment shall be imposed upon the erring officers/ officials


Director,
Industries & Commerce,
Kashmir
Dt 22-06-2018

No. D.I.C. Estt / Attendance / 920-39
Copy to the:

1. Principal Secretary to Govt., Industries & Commerce Deptt, Civil Secretariat Srinagar for favour of information.
2. General Manager DIC _____ (ALL) for information and necessary action.
3. Custodian, TFC Salamabad Uri for information and necessary action.
4. Chief Accounts Officer, Dte of Industries & Commerce, Kashmir for information.
5. Administrative Officer, Directorate of Industries & Commerce Kashmir for information and necessary action.
6. Functional Managers/ Project Manager/ Public Law Officer/ Assistant Director (Dev.), Directorate of I&C Kashmir for information
7. Website Incharge for necessary action.

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

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