



GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER, UDHAMPUR

Sub: Monitoring of attendance of the Govt. employees posted in different District/Tehsil/ Blocks including Libraries---Nomination of officers thereof.

ORDER

In compliance to the instructions issued from the office of Divisional Commissioner, Jammu vide communication No. 101/Bio-metric/Attendance/8296-8306 dated 11-02-2019, sanction is hereby accorded to the nomination of officers for monitoring the punctuality of staff posted/deployed in different Govt. offices at District/Sub Division/Tehsil/Block level.

1. Additional District Dev. Commissioner, Udhampur
2. Assistant Commissioner (Rev.), Udhampur
3. Sub Divisional Magistrate, Chenani/Dudu/Ramnagar/Basantgarh
4. District Statistics and Evaluation Officer, Udhampur

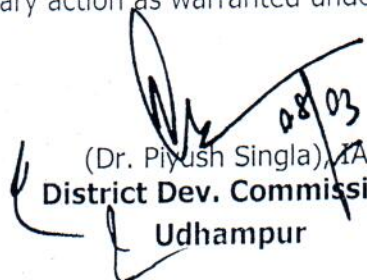
The officers so nominated shall make surprise visit to District/Sub Division/Tehsil/Block level offices including Libraries in the District on weekly basis and monitor the attendance of the staff deployed/posted there on regular basis and furnish the attendance report as per below mentioned format to this office on weekly basis for onwards submission of the same to the concerned quarters.

S. No.	Name of the employee	Designation	Department	Office	BAS devise installed (Y/N)	BAS devise working (Y/N)	Date	Attendance Status				Remarks
								Present	Absent	On Leave	Un-authorized absence	

Further, it is ordered that all the Govt. employees shall mark their attendance on Bio-Matric Attendance System on Aadhar/Non-Aadhar Machines already installed in their offices from tomorrow. The controlling officer shall submit the attendance report by 10.30 A.M. on the attendance app as per past practice. Moreover, the offices where BAS machines Aadhar/Non-Aadhar have not been installed as yet should be put in place within three days without fail. The longitude and latitude of all such BAS machines should be shared with DIO NIC, Udhampur for pinning the same on Google Map for real time monitoring. Besides, all controlling officers are directed to follow the instructions especially Hospitals, Schools, Municipalities where huge absenteeism/non-marking of attendance on BAS is being observed.

Any laxity in this regard shall tantamount to disciplinary action as warranted under rules.

No: DDCU/BAS/2018-19/ 15996-99
Dated: 08/03/2019


(Dr. Piyush Singla), IAS
District Dev. Commissioner
Udhampur

Copy to the:

1. Divisional Commissioner, Jammu for favour of kind information please.
2. Director General, Libraries & Research, J&K, Jammu for information.
3. Additional District Dev. Commissioner, Udhampur for information and n/action.
4. Additional Deputy Commissioner, Udhampur for information & n/action.