



Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, Srinagar

**Subject:- Punctuality in Government Offices/Organizations
implementation of Bio-metric Attendance System.**

Circular No. 01 -HE of 2018
Dated 22 -06-2018

In order to bring efficiency and punctuality in Government Degree Colleges, J&K working under the Administrative control of Higher Education Department, it is impressed upon all the Principals to ensure implementation of Biometric Attendance System in their offices. The Attendance report in respect of officers/officials should reach to Administrative department every day by 11.00 a.m. (through email undersecretaryhed@gmail.com) for onward transmission to the Governor's Secretariat.

Moreover, if any College defaults on account of installation of Biometric attendance system, it shall submit a report to Administrative Department with the reasons for appraisal of the competent authority.


(Shabir Ahmad Baba)

Under Secretary to Government,
Higher Education Department

No:- HE-Coll/Biometric attendance/Circular/2018 Dated:- 22 -06-2018
Copy to:

1. Principal Secretary to the Hon'ble Governor, J&K.
2. Commissioner/Secretary to Govt. General Administration Department
3. Chief Executive Officer, JaKeGA.
4. Nodal Principal, GGM Science College, Jammu/Amar Singh College, Srinagar with the request to circulate in their respective division.
5. All Principals, GDCs, J&K.
6. Principal, GCET, Jammu/Safapora, Ganderbal.
7. PS to the Hon'ble Governor, J&K.
8. PS to the Chief Secretary, J&K.
9. PS to Commissioner/Secretary to Government, General Administration Department.
10. PS to Secretary to Government, Higher Education Department.