

# Government of Jammu and Kashmir

## Directorate of Employment, J&K.

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CIRCULAR NO: **01-DE** of 2022  
DATED: **22.09.2022**

**Subject: Bio-metric Attendance System (Adhaar Based) of Subordinate Offices.**

The General Administration Department vide Circular No. 36-JK(GAD) of 2021 dated 16.09.2021 followed by Government Order No. 650-JK (GAD) of 2022 dated 02.06.2022 issued clear instructions that all the employees shall mark their attendance daily on arrival and departure electronically through Biometric Attendance System, with a view to ensure punctuality towards duties.

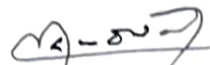
As per the reports previously furnished through respective Joint Directors of Employment all subordinates offices ensured that the Bio-metric Attendance System stands installed for monitoring the arrival and departure of the employees. However, it has been observed from the information provided by the Joint Directors in response to this office letter No. Diremp/Estt/B-47/2014/III/1766-87 dated 20.09.2022 that:-

- **Some employees are not marking their attendance through electronic Bio-metric Attendance system and some are not registered on the system as yet and some of the employees are making their attendance on arrival only.**
- **Some offices have not installed the electronic Bio-metric Attendance System (Adhaar Based) and in some offices Bio-metric Attendance are not functioning properly.**

To strictly monitor the two Bio-metric Attendance of all the employees working in the Department, the matter has been reviewed and following instructions are issued to the concerned for adherence:-

- (i) All employees shall ensure to mark their attendance on arrival and departure electronically through Bio-metric Attendance System.
- (ii) The employees who are not registered on Bio-metric Attendance System till date are directed to enroll themselves through concerned officer/official by today positively, for which the concerned DDO shall issue instructions and make immediate arrangements.

Besides, the Drawing & Disbursing Officers of the Department are instructed to draw the salary in respect of only such employees whose monthly attendance reports are satisfactory. The whole responsibility regarding the matter shall be upon the concerned Drawing & Disbursing Officers.

  
(Nisar Ahmad Wani) JKAS  
Director Employment, J&K

Dated: **22.09.2022**

No. Diremp/Estt/B-47/2014/III/ **1058-82**

Copy for information to the:

1. Joint Director Employment, Kashmir/Jammu.
2. Deputy/Assistant Director, DE&CC-----All for compliance.
3. Accounts Section Directorate of Employment, J&K.
4. Mr. Bilal Ahmad, Nodal Official Directorate of Employment, J&K for immediate compliance.
5. Incharge Website.