



Government of Jammu and Kashmir
General Administration Department
(Administration) Civil Secretariat,
Srinagar/Jammu

Subject: Punctuality in Government Offices.

Circular No: 28 -GAD of 2009
Dated: 17 - 06 - 2009

Attention of the District Development Commissioners is invited to the Circular instructions issued vide endorsement No. GAD (Adm) 389/2008 dated 19-02-2009, where under they were asked to ensure punctuality of subordinate staff in their offices/areas of jurisdiction. Inspection squads shall be constituted for conducting surprise inspections particularly in the remote and far flung areas to monitor attendance of employees.

The District Development Commissioners will constitute 2-3 teams of officers, who would periodically conduct surprise inspections of the Offices particularly in remote and far flung areas. The elected representatives of the areas in particular may also be involved in monitoring attendance in the Schools/Hospitals and other Key utility services. The District Development Commissioners will submit the inspection reports of these teams on a fortnightly basis as per the format enclosed to the General Administration Department with a copy to the concerned Divisional Commissioner, Head of Departments and Administrative Department for initiating disciplinary action.

Sd/--

(Basharat Ahmad Dhar)IAS
Commissioner/Secretary to Government,
General Administration Department.

No. GAD (Adm) 175/2006-V

Dated: 17-06-2009

Copy to the:-

1. All Administrative Secretaries to Government,
2. Principal Secretary to Hon'ble Chief Minister.
3. All Deputy Commissioners.
4. All Heads of Departments.
5. PPS to Chief Secretary.
6. PS to Commr. /Secretary to Government, General Administration Deptt.
7. PA to Special Secretary to Government, GAD (Admn).
8. Circular file/Website.

(Dr. R.S Sharma) KAS
Deputy Secretary to Government
General Administration Department.

Format for recording daily attendance in various Government offices/institutions.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
S.No.	Name of the District	Name of the Office/ Institution inspected	Date and Time of Inspection	Total No. of employees working in respective Institution/ Office	Total No. of employees present	Total No. of employees absent with name and designation	Remarks



Government of Jammu and Kashmir
General Administration Department
(Administration Section) Civil Secretariat,
Srinagar/Jammu

Subject: Punctuality in Government offices.

CIRCULAR NO: 22 – GAD of 2009

D A T E D: 04 - 05 - 2009

It has been observed that some employees report late in offices in the morning hours. Accordingly, it was impressed upon all the Administrative Secretaries to designate a senior officer to check attendance of officials at 9:45 AM daily in the Secretariat in order to monitor punctuality. Record of late attendance of employees shall be maintained and appropriate debit made to the leave account after suitable intervals. Besides, disciplinary action shall be taken whenever necessary, particularly against the latecomers and those abstaining from duty unauthorisedly.

All the Administrative Secretaries are also requested to send fortnightly reports on 1st and 16th of every month to GAD, indicating the name of officials who have attended the office after 9:45 AM more than three times in the fortnight and action taken against such employees.

For the benefit of the employees, transport facilities have been made available by the JKSRTC from various central locations. These are expected to be utilized gainfully by the employees.

Divisional Commissioner, Kashmir and Jammu shall constitute inspection squads for inspection of Divisional/District level offices. Similarly, Deputy Commissioners shall constitute inspection squads for monitoring attendance in the field offices at the District level particularly in the remote and far-flung areas.

The Divisional Commissioners/Deputy Commissioners shall forward the absentee reports of the Divisional/District level officers, if any, to the concerned Administrative Department/ HODs as the case may be, with appropriate recommendations.

The identity cards of the Government employees shall be deemed to be movement passes whenever any such restriction on the movement of the public is imposed by the Administration in any area.

Sd/-

Commissioner/ Secretary to Government
General Administration Department

Dated. 04 .05.2009

No. GAD(Adm)175/2006-V

Copy to the: -

1. All Financial Commissioners.

2. Director General of Police.
3. All Principal Secretaries to Government/Principal Secretary to HCM.
4. All Commissioner/Secretaries to Government.
5. Director, Information.
6. Director Estates.
7. Director, Archives, Archeology and Museums.
8. Secretary, Legislative Council/Assembly.
9. S.P. Security, Civil Secretariat, Srinagar.
10. General Manager, Government Press, Jammu/Srinagar.
11. PPS to Chief Executive Officer, Economic Reconstruction Agency.
12. PPS to Chief Secretary.
13. Private Secretaries to all Ministers/Ministers of State.
14. PS to Commissioner/Secretary, GAD.
15. Circular file/Stock file.



Deputy Secretary to Government
General Administration Department





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General Administration Department
(Administration Section)
Civil Secretariat, Srinagar/Jammu

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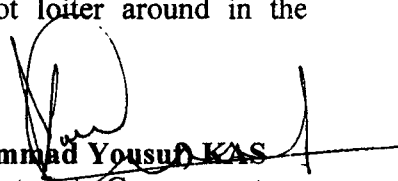
Circular No : 01 -GAD of 2008
D a t e d : 01 -02-2008

Attention of all the Administrative Secretaries is invited to Circular Nos. 15-GAD of 2006 dated 27.06.2006, 20-GAD of 2006 dated 11.08.2006 and 33-GAD of 2006 dated 29.11.2006 regarding punctuality in Government Offices.

It was impressed upon the Administrative Secretaries to designate a Senior Officer to check the attendance register of officials at 9:45 A.M. in the Secretariat daily in order to monitor the punctuality. Further it was impressed that record of late attendance of the employees shall be maintained and appropriate debit made to the leave account after suitable intervals besides disciplinary action taken whenever necessary, particularly against habitual late comers.

All the Administrative Secretaries were also requested to send fortnightly reports on 1st and 16th of every month to the GAD indicating the names of the officials who have attended office after 9:45 A.M. more than three times in the fortnight and action taken by the Department against such employees.

It has been observed that there is slackness on part of the Administrative Departments to ensure punctuality of employees and furnishing of fortnightly reports on this account to the General Administration Department. I am therefore directed to impress upon all the Administrative Secretaries to personally look into the matter and take all necessary steps to ensure punctuality of their employees and to ensure that their employees do not loiter around in the corridors during working hours.


(Sufi Mohammad Yousuf) KAS
Special Secretary to Government
General Administration Department

11/2/08

Dated: 01 -02-2008

No:GAD(Adm)175/2006-V

Copy to the:-

1. All Financial Commissioners.
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4. All Commissioner/Secretaries to Government.
5. Director Information.
6. Director Estates.
7. Director Archives, Archeology and Museums.
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