



**GOVERNMENT OF JAMMU AND KASHMIR,  
FINANCE DEPARTMENT.**

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Subject: - Review of attendance of employees in the Government Offices.

**C I R C U L A R**

In continuation to the instructions issued by the General Administration Department vide O.M. No. GAD(Adm) 175/2006-part file dated 01.09.2016 (copy enclosed), it is hereby ordered that the Drawing & Disbursing Officers shall record attendance certificate of the staff on the pay bill of September, 2016 and the Treasury Officers shall honour the bills with such certificates only. However, the Judicial Services may be exempted from this process.

**Sd/-**

(Navin K. Choudhary), IAS  
Commissioner/Secretary to Government,  
Finance Department.

No. DGAT/PS/DR/ 349

Dated: 28-09-2016.

Copy to the:-

1. Vice-Chairman & Director General, J&K Institute of Management, Public Administration and Rural Development.
2. Chairman, J&K Bureau of Public Enterprises.
3. Financial Commissioner, Planning and Development Department.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. Financial Commissioner, Revenue.
6. Principal Secretary to the Governor.
7. All Principal Secretaries to Government.
8. Chief Electoral officer, J&K.
9. All Commissioners/Secretaries to the Government.
10. Divisional Commissioner, Kashmir/Jammu.
11. Director General, J&K Funds Organization/Audit & Inspections/Budget.
12. Director, Accounts & Treasuries, Kashmir/Jammu
13. Director, Information, J&K.
14. All Director(s) Finance.
15. All Heads of Departments/Managing Directors of PSUs.
16. All Deputy Commissioners.
17. Secretary, J&K Legislative Assembly/Council.
18. Private Secretary to Hon'ble Minister for Finance, Labour/Employment & Culture.
19. All Treasury Officers.

  
Deputy Director (General)  
Accounts & Treasuries,  
Finance Department.



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

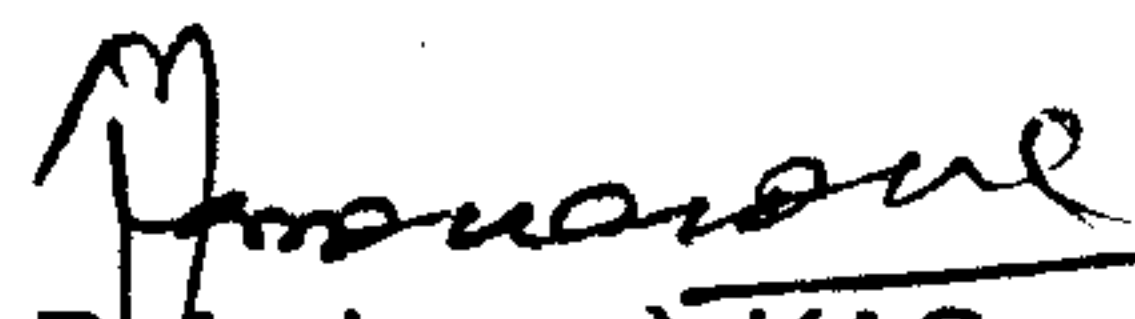
O.M. No:GAD(Adm)175/2006-Part file  
Dated:01-09-2016

**Subject:** Review of attendance of employees in the government offices.

Kind attention of all the Administrative Secretaries is invited to the subject. In this connection, the undersigned is directed to inform that while reviewing the attendance of employees in the government offices, Chief Secretary has expressed displeasure about the non-installation and implementation of Aadhar Enabled Biometric Attendance System (AEBAS) in many offices across the state.

The undersigned is further directed to convey the following instructions to the Administrative Secretaries:-

- (i) Aadhar Enabled Biometric Attendance System (AEBAS) should be installed forthwith and implemented in the government offices under their charge.
- (ii) The attendance of all employees should be ensured without fail;
- (iii) salary of the employees from the month of September, 2016, who remain on unauthorized absence from duty, shall not be released and action under rules be initiated against them; and
- (iv) salary of all the government employees for the month of August, 2016 be released in view of the ensuing festival of Eid-ul-Zuha.

  
(Dr. B.A. Lone) KAS 1/9/16

**Additional Secretary to the Government.**

All Administrative Secretaries.

**Copy to the:**

- (i) Principal Secretary to the Chief Minister.
- (ii) Divisional Commissioner, Jammu.
- (iii) Divisional Commissioner, Kashmir
- (iv) Pvt. Secretary to Chief Secretary.