



Government of Jammu & Kashmir
OFFICE OF THE DISTRICT DEVELOPMENT COMMISSIONER BUDGAM.

Subject:- Up-keeping of Punctuality & work culture in Govt. Offices.

C I R C U L A R

In order to ensure the effective and efficient work culture and punctuality in the Govt. Offices, it is impressed upon all the District/ Sectoral officers of the District that they shall furnish the daily attendance report of their staff to this office as per the below format. Similarly, the officers at Tehsil/Block level shall furnish their attendance report of their concerned staff on daily basis to concerned Tehsildars up to 12 Noon. The concerned Tehsildars shall transmit the same to this office on daily basis upto 12:30 pm.

Proforma

Name of the Deptt:

Name of Office:-

Date:-

Total no. of Existing Staff members			Present on the specific date			Absent on the specific date			Remarks
Gazetted	Non Gazetted	Total	Gazetted	Non Gazetted	Total	Gazetted	Non Gazetted	Total	

The officers shall ensure the submission of attendance report on daily basis, failing which it shall be presumed that the staff of the such defaulting officer absent from the duty and action as warranted under rules be initiated accordingly.


(Mir Altaf Ahmad)
District Dev. /Deputy Commissioner,
Budgam

No:- DDCB/Cir/2014-15/18201
Dated:- 02/02-2015

Copy to the:-

1. Divisional Commissioner, Kashmir.
2. Commissioner/Secretary to Govt. GAD Civil Sectt. Jammu.
3. Sr. Superintendent of Police, Budgam.
- 4-50 _____ All Concerned Officers for compliance.
- 51-59. _____ All Tehsildars for compliance.
60. Distt. Informatics officer, Budgam with the direction to upload the said circular on the website