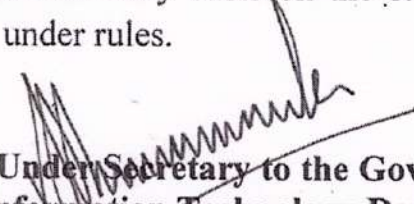**Government of Jammu and Kashmir,**
Information Technology Department,
Civil Secretariat, J&K.

Subject:-   IT initiatives-Status Report.

Circular No. 01-JK(ITD) of 2023
Dated: 09.01.2023

It has been observed by the General Administration Department that most of the employees of Civil Secretariat are either not registered on the Biometric Attendance System or are not marking their attendance on daily basis. This has been viewed seriously by the authorities.

Accordingly, it is impressed upon all the employees of the Information Technology Department to register themselves on the Biometric Attendance System and mark their attendance on daily basis on the said portal. Any negligence shall be seriously dealt with, under rules.

Under Secretary to the Government
Information Technology Department

No. IT-Gen/545/2022   Dated: 09.01.2023

Copy to the:-

1. Financial Advisor/CAO, Information Technology Department for information and necessary action.
2. Private Secretary to Commissioner/Secretary to the Government, Information Technology Department.
3. All employees of the Information Technology Department for compliance.
4. Circular file.

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