



Government of Jammu and Kashmir
Revenue Department
J&K, Civil Secretariat, Srinagar/Jammu

Subject: Furnishing of attendance on daily basis.

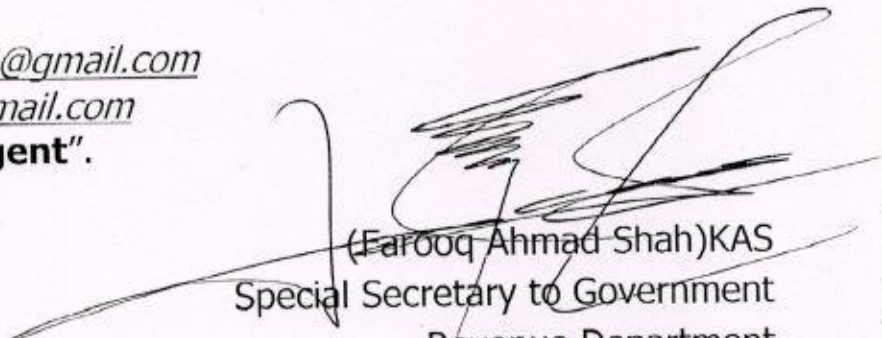
Circular No. 08 –Rev of 2018

Dated 27 .06.2018

The Hon'ble Governor, J&K during his inter-active meeting with Administrative Secretaries on 20.6.2018 has desired that all Government /Semi Government offices should submit attendance based on Bio-metric system daily to the General Administration department by 10 o'clock in the morning.

It is accordingly, enjoined upon all the subordinate offices of Revenue Department to furnish attendance on the basis of Bio-metric system as well as on the prescribed format to this Department by 10 o'clock without any fail. The attendance statement can be mailed to Administrative Department on the following e-mail address followed by hard copy.

- Syedishrat111786@gmail.com
 - muzaffar1444@gmail.com
- Matter "**Most Urgent**".


(Farooq Ahmad Shah)KAS
Special Secretary to Government
Revenue Department
Dated: 27 .06.2018

No: Rev/Adm/26/2018

Copy to the:

1. Financial Commissioner, Revenue, J&K, Srinagar.
2. Divisional Commissioner Jammu/Kashmir.
3. Custodian General, J&K, Srinagar
4. All Deputy Commissioners of J&K.
5. Special Officer Auqaf, J&K, Srinagar.
6. Executive Officer, J&K State Haj Committee, Bemina Srinagar.
7. Pvt. Secretary to Commissioner/Secretary to Government, Revenue Department.
8. I/C Web site of Revenue Department.
9. Office file w.2.s.c.