




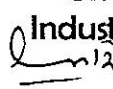
Government of Jammu and Kashmir
Industries & Commerce Department
Civil Secretariat, Jammu/Srinagar

Circular No:- 01 IND of 2019
D a t e d:- 01 -02 - 2019

Subject:- Punctuality in the office.

It has been observed that most of the employees working in the Industries & Commerce Department have not been/being reporting in time for the duties in the morning and left the office earlier before office timing in the evening. This delinquency in performing duties has been viewed seriously by the authorities.

It is impressed upon all the employees working in the Department to remain punctual in future and attend the office strictly as per the circular instructions issued by the General Administration Department from time to time. Further, all the employees shall mark their attendance manually as well as online (in morning and evening) which will be scrutinized every month by the Nodal Officer and action, if any, warranted shall be taken against the delinquent employees.


(Sanjeev Kumar)
Under Secretary to Government
Industries & Commerce Department

Dated:- 01 .02.2019

No.IND/Adm/01/2019

Copy to the:-

1. Special Secretary to Government, Industries & Commerce Department.
2. Director Finance, Industries & Commerce Department.
3. All employees of Industries & Commerce Department.
4. Private Secretary to Principal Secretary to Government, Industries & Commerce Department.
5. I/C Website, I&C Department.