

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

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**Subject: Marking of Bio-metric attendance on daily basis.**

**Circular No: - 01 -JK(IND) of 2024**

**Dated:- 02 -07-2024**

It has been observed that attendance in respect of some of the officers/officials of I&C Department is not reflected as marked on daily basis, on BAS portal, besides some employees are also shown as absent. This has been viewed seriously by the authorities.

It is accordingly, impressed upon all concerned officers/officials of Industries and Commerce Department to mark their Bio metric attendance - *In Time and Out Time* on a daily basis without fail.

Further, it is impressed upon all concerned employees to apply for any type of leave(s) as per proper procedure/rules, and that no employee shall remain absent without seeking prior permission of the Competent Authority.

  
**(Dr. Farukh Paul)JKAS**

Under Secretary to the Government

Dated: 02-07.2024

NO:IC-ADM/18/2024-02

**Copy to the:-**

1. Secretary in the Department, Industries and Commerce Department for information.
2. Special Secretary(Legal) Industries and Commerce Department.
3. Director Finance Industries and Commerce Department.
4. Director Planning, Industries and Commerce Department.
5. Additional Secretary to the Government, Industries and Commerce Department.
6. Deputy Secretary (N/D) to the Government, Industries and Commerce Department.
7. Deputy Director, Planning, Industries and Commerce Department.
8. Senior Law Officer, Industries and Commerce Department.
9. Under Secretary (FP/SK/AS/R) to the Government, Industries and Commerce Department/Technical Officer.
10. Private Secretary to Commissioner/Secretary to the Government, Industries and Commerce Department.
11. All officials of Industries and Commerce Department for information and compliance.
12. In-charge website, Industries and Commerce Department.
13. Circular file/stock file.