



सत्यमेव जयते

Union Territory of Jammu & Kashmir
Office of the Divisional Commissioner, Jammu
(Rail Head Complex, Jammu)

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CIRCULAR

Despite circular instructions issued by this office from time to time, it has been observed that large number of employees of this office are reaching office late and even not marking their attendance in the attendance register.

Accordingly, last opportunity is being given to all the employees working in this office to remain punctual in future and mark their attendance by 10.00 am sharp every morning. The attendance register shall remain in the custody of Administration Section who shall close the same by 10.15 a.m. and will be placed on the table of Asstt. Commissioner (Central) for further briefing to the authorities. No official shall leave office without permission from the authorities. Tour dairies shall be maintained as per the laid procedure by the concerned officers.

Therefore, all the officers / officials are enjoined upon to comply with the instructions and any dereliction on this account shall be viewed seriously and action as warranted under law shall be taken against the delinquent officials.

By order of the Divisional Commissioner, Jammu

No. 101/422/III/8127-32
Date. 23.03.2021


(Kul Bhushan Khajuria) KAS,
Asstt. Commissioner (Central),
with Divisional Commissioner,
Jammu

Copy to the: -

1. Additional Commissioner, Jammu.
2. Revenue Attorney with Divisional Commissioner, Jammu.
3. Deputy Director, (P&S).
4. PPS/PA to Divisional Commissioner, Jammu.
5. All officials for compliance.