



Government of Jammu and Kashmir
Health and Medical Education Department
Civil Secretariat, Srinagar/Jammu

Subject:- Installation of Bio Metric Attendance System - instructions thereon.

Circular No:- 03 -JK(HME) of 2022

Dated: 19-05-2022

In the weekly review meeting of the Health and Medical Education Department taken by Principal Secretary to the Government, Health and Medical Education Department on 17th of May, 2022, in Civil Secretariat, Jammu, directions were issued that all the Heads of the Departments under the Administrative control of Health and Medical Education Department shall ensure that all the employees make their attendance through Bio-Metric Attendance System. Such attendance shall be made by the employees at the time of their arrival in the morning and at the time of their departure in the evening. The Heads of the Department shall submit weekly summary of the Bio- Metric Attendance to the Administrative Department. Where it is found that the Bio-Metric Attendance System has become non functional, the same shall be made functional immediately and any failure on this account shall be considered as dereliction of duties on the part of concerned Head of that Department.

The above directions are brought to the knowledge of all Heads of the Departments for compliance.

Sd/

(Navin K. Choudhary) IAS

Principal Secretary to the Government
Health and Medical Education Department.

Dated:-19-05-2022

No:- HD-Cord/183/2022-02

Copy to the

01. Principal Secretary to the Lieutenant Governor.
02. Principal Secretary to the Government General Administration Department.
03. Mission Director, National Health Mission, J&K.
04. Commissioner/Food and Drugs Administration, J&K, Srinagar.

05. Principal Govt. Medical College, Srinagar/Jammu/Anantnag/Baramulla/
Doda/Kathua/Rajouri.
06. Director General, Family Welfare, MCH & Immunization, J&K.
07. Principal, Govt. Dental College, Srinagar.
08. Principal, Indira Gandhi, Govt. Dental College, Jammu.
09. Director Health Services, Jammu/ Kashmir
10. Director AYUSH, J&K.
11. OSD to Advisor (B) Incharge Health and Medical Education Department.
12. Private Secretary to the Principal Secretary, Health and Medical Education
Department.
13. Incharge Website
14. Circular file.

Malik
19.5.2022

(Javard Ahmad Malik)JKAS
Under Secretary to the Government
Health & Medical Education Department