

**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
CIVIL SECRETARIAT, J&K**

**Subject: Biometric Attendance in the Government Offices-Instructions thereto.**

**Government Order No.650-JK(GAD) of 2022  
Dated:02.06.2022**

**It is hereby ordered that:**

- i) all Government Offices/PSUs/Institutions/Corporations across the Union territory of Jammu and Kashmir shall switch over to Biometric System (Aadhar or Finger Print based) of marking attendance with immediate effect and all employees shall necessarily mark their attendance both at arrival and departure as per the notified office hours of various offices.
- ii) all Administrative Secretaries/HoDs/ Managing Directors of PSUs/Institution/Corporations shall ensure installation of Biometric Attendance Systems/Equipments in all offices/institutions under their administrative control by or before 15<sup>th</sup> of June, 2022.
- iii) concerned DDOs shall draw the salaries of employees working in various departments of Civil Secretariat only on the basis of satisfactory biometric attendance w.e.f 1<sup>st</sup> July, 2022.
- iv) salaries of employees working in subordinate offices/PSUs/ Corporations/ Institutions etc. shall be drawn on the basis of satisfactory biometric attendance w.e.f 1<sup>st</sup> August, 2022 only by their DDOs.

**By order of the Government of Jammu and Kashmir.**

**Sd/-  
(Manoj Kumar Dwivedi)IAS  
Principal Secretary to the Government**

No. GAD-ADM/262/2021-09-GAD

Dated:02.06.2022


Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.



4. Principal Resident commissioner, J&K, New Delhi.
5. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
6. Joint Secretary (J&K) Ministry of Home Affairs, Government of India, New Delhi.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Director General, IMPARD, J&K.
10. Divisional Commissioner, Kashmir/Jammu.
11. Chairperson, J&K Special Tribunal.
12. Director Information, J&K.
13. All Deputy Commissioners.
14. Director, Archives, Archaeology and Museums, J&K.
15. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
16. Registrar General, J&K High Court, Srinagar.
17. Secretary, Public Service Commission/SSB/BoPEE.
18. Director Estates, J&K.
19. Secretary General, J&K Legislative Assembly.
20. Senior Superintendent of Police (Security), Civil Secretariat, Jammu/Srinagar.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to Advisor (B) to the Lieutenant Governor.
23. Private Secretary to Principal Secretary to the Government, GAD.
24. Government Order/Stock file/Website, GAD.

  
**(Malik Suhail) JKAS**  
Deputy Secretary to the Government

  
02/06