

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF INDUSTRIES AND COMMERCE, JAMMU
1st. Floor, Jawahar Lal Nehru Udyog Bhawan, Rail Head Complex, Jammu.
(Tele./Fax"0191-2474085)

CIRCULAR

This office is in receipt of reports/complaints from general public regarding frequent absenteeism and late reporting by officers/officials in the District Industries Centres of different districts of Jammu Division. This kind of delinquent, callous and irresponsible behavior is contrary to the professionalism and totally uncalled for as it puts general public to inconvenience. Therefore all the General Managers of District Industries Centre of Jammu division are hereby directed to ensure punctuality of all the employees under their administrative control.

It is further directed that the proxy casual leave or request for casual leave telephonically will not be entertained and the employee will be treated on un-authorized absence from duty except in case of extreme urgency.

Further, all the General Managers of District Industries Centre of Jammu division are hereby directed to submit a daily attendance report as per the format enclosed by 11.00 AM to the Directorate at email id directorincomjammu@gmail.com without fail.



**Director
Industries & Commerce,
Jammu.**

No: DI&C/J/Estt./ J/C-33/740-45

Dt: 23-07-2021

Copy to the:-

1. Principal Secretary to Govt., Industries and Commerce Department, Civil Sectt., Jammu/Srinagar for information.
2. Joint Director (Dev). Directorate of I&C for information.
3. Chief Accounts Officer, Dte. Industries and Commerce, Jammu for information.
4. Deputy Director (P&S), Dte. Industries and Commerce, Jammu for information.
5. All the General Manager, DICs for information & necessary compliance.
6. All the Staff of this Directorate for similar necessary action.

Daily Attendance Format

Category	Total No. of Officers/Officials	No. of Present	No. of Absent	No. of on leave	No. of on duty	% of Present	Remarks
Gazetted.							
Non. Gazetted							
Total							