

**Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu**

Railway Head Complex, Jammu-180004

Phone 0191-2470075 Fax 0191-2470754 Email ID: directorshdjammu@gmail.com

Subject: Biometric Attendance System.

CIRCULAR

In order to ensure punctuality and attendance in the Government offices/Establishments and to promote transparency and efficiency in the Government system, Biometric Attendance System has been mandated from time to time by the Govt. and accordingly it has been decided to implement Biometric Face Recognition Attendance System with immediate effect. Accordingly, the following directions are issued for strict compliance by all DDO's of Sheep Husbandry Department Jammu: -

1. All the DDO's shall ensure installation of low cost Biometric Face Recognition Attendance System Machines in their respective Farm/Field offices including Block Level Offices within a week's time by purchasing the same through GeM Portal out of relevant Head.
2. All the employees shall mark their attendance on arrival and departure electronically w.e.f May 2022 onwards through Biometric Face Recognition Attendance System.
3. All the officers/officials are also directed not to leave their place of posting either on tour or for personal reasons without written permission from their respective Heads of offices. Any violation thereof will automatically attract disciplinary proceedings.
4. The Controlling Officers/DDO's shall nominate Nodal Officers for daily monitoring of Biometric Attendance and compliance with the above instructions.
5. All the DDO's shall be responsible for full compliance of the above instructions.

All the DDO's shall submit compliance report in this behalf to this Directorate by or before 7th May 2022.


(Krishan Lal) JKAS,

Director,
Sheep Husbandry Department,
Jammu.

28-04-22

28.04.22

No. DSHJ-ESTTONG/F-68/2022/1697-1730

Dated: 28 .04.2022

Copy to the: -

- 1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.**
- 2. Deputy Director (Central), Sheep Husbandry Department, Jammu.**
- 3. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.**
- 4. Principal, Sheep & Wool Workers Training Class, Kartholi.**
- 5. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.**
- 6. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Bhaderwah/Hiranagar.**
- 7. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/Balnoi/DGF Rajbagh.**
- 8. Research Officer, Disease Investigation Laboratory, Kartholi.**
- 9. Accounts Officer, Directorate of Sheep Husbandry Jammu.**
- 10. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Ramnagar/Banihal/Padder/Marwah.**
- 11. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.**
- 12. Store Officer, Directorate of Sheep Husbandry Jammu.**
- 13. Incharge Website, Directorate of Sheep Husbandry Jammu.**
— for information and necessary action.