

**GOVERNMENT OF JAMMU & KASHMIR**  
**FINANCE DEPARTMENT**

Sub : Attendance of Government Employees.

**C I R C U L A R**

The General Administration Department vide Circular No. GAD/Genl/62/2010 dated 07.04.2010 has observed that some of the Government Employees after marking their attendance either leave their offices without any proper permission or even while remaining available, do not actually attend to their assigned work responsibility. Since the Government has invoked the Essential Services (Maintenance) Ordinance, Samvat 2001, read with Notification SRO-1 dated the 12<sup>th</sup> January, 2000 and also enforced the principle of **'no work no pay' with effect from the 5<sup>th</sup> April, 2010**, such of the employees who do not discharge their official work responsibility thereafter shall be treated to be absent from duty and the principle of **'no work, no pay'** shall apply in his/her case as well.

In view of the above, all the Treasury Officers are directed that from April, 2010 onwards the following certificate should be invariably obtained from the concerned Drawing & Disbursing Officers while entertaining salary bills of Government employees in the treasuries.

***" Certified that all the employees billed for in the Salary Bill have attended the office during these days and performed their assigned work responsibility. In the event if it is found that any of the employee have not actually attended the office and has not performed the assigned work, I shall be personally responsible and held liable to disciplinary action, including recovery of wages/salary paid but not due, for the same."***

Strict disciplinary action shall be taken against such of the Treasury Officers as are found to have not obtained the said certificate while entertaining any salary bill presented by any Drawing & Disbursing Officer.

Sd/-  
(Sudhanshu Pandey),  
Commissioner/Secretary to Government,  
Finance Department

No : DGAT/PS (DDC)/DR/186  
Dated : 08 - 04 - 2010

Copy to the :-

1. Principal Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
2. Financial Commissioner, Home
3. Director General of Police
4. Additional DG, CID
5. Principal Secretary to Chief Minister
6. All Administrative Secretaries.
7. Commissioner/Secy. to Government, General Administration Department. This takes reference to the aforementioned circular instructions.
8. Divisional Commissioner Jammu/ Srinagar
9. Commissioner, Commercial Taxes / Excise Department
10. Director General, Accounts & Treasuries Kashmir / Jammu.
11. Director, Funds Organisation, Director Audit & Inspection
12. Special Assistant to Finance Minister for information of the Hon'ble Minister.
13. All Treasury Officers.

Additional Secretary to Government,  
Finance Department.