

FAX
MAIL



GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF AGRICULTURE, JAMMU.

C I R C U L A R

Subject: Absenteeism of the Field Officers/Officials of the Agriculture Production Department.

Reports have been received that field Officers/Officials of the Agriculture Production Department in Districts are remaining unauthorizedly absent from their duties showing clear lack of control of District and Sub-Divisional Level Officers. It is, therefore, enjoined upon all Chief Agriculture Officers (CAOs) that they shall furnish attendance of all field employees of their District including AEAs, JAEOs and AEOs, which shall be jointly signed by the respective SDAOs and furnished to this Directorate on every Monday and Friday by 11:00 AM without fail.

Besides, the teams of Officers from this Directorate shall randomly inspect and cross-check the attendance in District, Sub-Division, Zonal and Circle level Offices and anyone found unauthorizedly absent from duty shall face action including the concerned Controlling Officer/DDO.

The Attendance Certificate to be furnished jointly by Chief Agriculture Officers and the respective Sub-Divisional Agriculture Officers shall be as per below given format.

Certified that all the employees of Agriculture Production Department of District _____, except below mentioned absentees, are/were present in the office/area allotted and are attending their assigned duties. The Officers/Officials who remained unauthorizedly absent from duty are mentioned here under with the dates/period of absence mentioned against each.

S.No	Name and Designation	Office/Place of Posting	Number of days on Unauthorized absence

(P.S. Rathore) KAS
Director Agriculture
Jammu. 19.08.2019

Dated: 19-08-2019

No. Agri/DAJ/Estt/2019-20/3322-3336

Copy to the:-

- 01-03) Joint Director Agriculture (Inputs/Extension/SLUB).
- 04-13) Chief Agriculture Officer _____ (All Jammu Division) for information and compliance.
- 14) Accounts Officer, Directorate of Agriculture, Jammu with the advice not to release Non-Plan funds including salaries to the Districts if Attendance Certificates are not regularly received.
- 15) I/C Website to upload on the website.

(P.S. Rathore) KAS
Director Agriculture
Jammu. 19.08.2019