

UNION TERRITORY OF JAMMU & KASHMIR  
DIRECTORATE OF AGRICULTURE PRODUCTION & FARMER'S WELFARE, JAMMU

Subject:- Biometric Attendance in the Govt. Offices -instructions thereof.

C I R C U L A R

In pursuance to the circular instructions issued by the General Administration Department vide Circular No. 41-JK(GAD) of 2022 dated 11.11.2022, it is hereby enjoined upon all the employees of Agriculture Department Division Jammu to necessarily mark their attendance both at arrival and departure as per the notified office hours and all Concerned DDOs are directed to draw the salaries of employees only on the basis of satisfactorily biometric attendance.

All the employees are advised to create their login accounts in the BAS for applying leave/tour etc. and its approval in their favour from the competent authority. In case any employee feels unfamiliar in applying for leave/tour in the BAS, he/she must apply in writing to concerned DDO/Nodal officer for leave/tour further approval and further up-dation in BAS.

Further, all the Controlling officers/Sectoral officers/Drawing & disbursing officers under the administrative control of this Directorate are directed for strict implementation of the instructions issued by the General Administration Department in the matter and ensure the Biometric Attendance in their offices.

Besides, controlling officers/Sectoral officers shall furnish the action taken report in this regard along with list of defaulting DDOs who draw salaries of employees without satisfactory biometric attendance for further communication to General Administration Department in the 1<sup>st</sup> week of December, 2022.

(K. K Sharma)  
DIRECTOR

Agriculture Production & F.W  
Jammu

No: Agri/DAJ/Estt-04/2022-23/5543-70

Dated 14/11/2022

**Copy to the:-**

- 1) Joint Director Seed, Pesticides & Fertilizer, Jammu for inf. & n/a.
- 2) Joint Director of Agriculture (Extension) Jammu for inf. & n/a.
- 3) Joint Director, Farms Spices and Medicinal Plant, Procurement Mandis, Jammu for inf. & n/a.
- 4) Joint Director, Marketing, Post-Harvest Management Infrastructure and Farm Mechanization, Jammu for inf. & n/a.
- 5) Joint Director, Apiculture and Mushroom Development Jammu for information and necessary action
- 6) Deputy Director of Agriculture (Central) Jammu for inf. & n/a.
- 7-16) Chief Agriculture Officer, Jammu/Kathua/ Rajouri/ Udhampur/ Poonch /Doda/Samba /Reasi /Kishtwar /Ramban for inf. & n/a.

K.T.O

- 17) Agriculture Research Engineer, Jammu for inf. & n/a.
- 18) Dy. Director of Agriculture (Trgs.) Jammu for inf. & n/a.
- 19) Dy. Director Planning, Dte. of Agriculture Jammu for inf. & n/a.
- 20) Divisional Soil Survey Officer, Jammu for inf. & n/a.
- 21) Assistant Director, Law and Enforcement Jammu for inf. & n/a.
- 22) Divisional Seed Certification Officer, Jammu for inf. & n/a.
- 23) Seed Analyst, Jammu for inf. & n/a.
- 24) Assistant Soil Conservation Officer (I&P) [Estate Office, DoA] Jammu.
- 25) Agriculture Chemist, Jammu for inf. & n/a.
- 26) Accounts Officer, Dte of Agriculture, Jammu for inf. & n/a.
- 27) Section Officer (Establishment Section, DoA Jammu) with the instructions that any application of the employee applied for leave/tour duly sanctioned/approved by the competent authority, must be forwarded to the Computer Section for necessary updation in BAS.
- 28) **I/C Computer Section for information and with the instructions that all the apparatus for Biometric Attendance installed in this Directorate must be fully functional. Further, any written application of any employee of this Directorate for leave/tour duly sanctioned by the competent authority must be registered in BAS.**

