

Subject: Bio Matric Attendance system in the subordinate offices -- Instruction thereof.

ORDER

In reference of Administrative Department communication No: HD-NG-J/63/2020-02 dated 16.09.2022, Dr. Kounsar Amin Assistant Director is hereby appointed as Nodal Officer and Mr. Ajaz Ahmad PMS will assist Nodal Officer for submission of daily bio matric attendance to the Administrative Department as per devised performa of Administrative department.

The Nodal officer shall ensure submission of requisite information to the Administrative department on daily basis at 10:30 AM as per below mentioned profroma:

Name of HOD :				
No. Of employees registered on Bio Matric Attendance System	Present	On leave	Absent	Remarks
Gazetted / Non Gazetted				

Sd/-
(Dr M A Rather)
Director Health Services
Kashmir

Dated: - 17/09/2022.

635-B/
No: Est/II/NGI/S.761-77
Copy to the:-

1. Secretary to Govt Health and Medical Education department J&K Srinagar.
2. Medical Superintendent JLNH Hospital Srinagar
3. Controller Stores Burzullah Srinagar
4. All Chief Medical Officer
5. Director TB Demonstration
6. Section officer (Adm)
7. PA to DHSK Srinagar
8. I/C Web Site

Ajazz Ahmad
17/9/22
Dy. Director Health Services(HQ)
Kashmir
add
17/9